

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: COORDINATOR OF PREVENTION & INTERVENTION SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent or designee, ensure Federal Compliance for Section 504 including identification, evaluation, and implementation, facilitate student expulsion due process, provide guidance on legal compliance, and staff development; develop and implement programs; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Develop a working knowledge of current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, Title II of the ADA, and chapters 28A.642 RCW and 392-190 WAC, as well as rules and guidelines by the U.S. Department of Education's Office for Civil Rights (OCR).

Facilitate the implementation of the District's policies and procedures in relation to the Federal Compliance for Section 504 and ensure that they are applied consistently across the District at each school; coordinate the revisions to District policies and procedures, as necessary, to ensure that they are up-to-date and consistent with the current requirements under these laws.

Develop a system process for monitoring both school level and District compliance with Section 504 requirements and other educational program supports, including, but not limited to:

- Child find responsibilities.
- Parental consent before all initial evaluations and initial placements.
- Written notice to parents, including notice of procedural safeguards, before any actions are taken regarding identification, evaluation, or placement under Section 504.
- Team-based decision-making regarding evaluation and placement of students.
- Dissemination of Section 504 plans or other plans to appropriate staff.
- Periodic re-evaluations of all students who are eligible under Section 504.
- Manifestation determination requirements for disciplinary changes in placement under Section 504.

Provide ongoing support and training to administrators in District and building level staff about requirements under Section 504/ADA and other educational programs, staff responsibilities, complaint procedures and related District policies and procedures.

Serve as a resource for administrators, District staff, and Section 504 teams about Section 504/ADA, and disability discrimination, and other programs as assigned.

Respond to students, parents, staff, administrators, others who report suspicion of Section 504/ADA violations, disability discrimination, or harassment based on disability; investigate these concerns, institute corrective actions when appropriate, inform the individual about the District's complaint procedures, and assist individuals in filing complaints when needed.

Support investigations of Section 504/ADA complaints in accordance with the District's discrimination complaint procedures; organize and maintain records of all Section 504/ADA and disability discrimination complaints filed, including all formal and informal complaints; conduct an annual review on complaint files to ensure that the District's complaint procedures and timelines are consistently being followed.

Participate in the design, development, implementation, and evaluation of the District's MTSS model.

Administer initial and re-entry hearings and other related activities for pupils referred for chronic behavior and attendance problems; preside over administrative hearings in relationship to violation of standards, rules, and orders of regulations established by board policy and the California Education Code.

Monitor student adherence to supports and interventions implemented during hearings.

Collaborate with District departments such as, but not limited to, elementary and secondary education, and special education regarding student placement opportunities.

Prepare summary of findings following hearings for the board of education; advise and consult with District administration on cases, finding of fact, proposed decisions; determine placement of students to other schools or programs as necessary.

Develop board policy, administrative regulations and program procedures, as the laws require; oversee suspension appeal process. Consult and collaborate with District legal counsel.

Prepare and maintain a variety of District, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records for the purpose of assessment, evaluation, data analysis and articulation.

Participate in the development and implementation of the school district's process to routinely review disaggregated student discipline and course program enrollment data to identify and address potential disparities.

Develop and implement prevention and intervention programs; monitor and create potential grant funding opportunities; assists in the development and maintenance of department web page.

Develop and provide professional learning calendar for Prevention and Intervention Services; mentor new site administrators in regards to student discipline and due process practices and procedures.

Supervise and evaluate the performance of designated certificated and classified personnel; assign duties to staff as appropriate to meet department objectives; participate in the selection and employment of personnel.

Responsible for the maintenance and security of confidential student discipline records developed by staff; ensure adherence to all mandates regarding confidentiality of student discipline records; supervise the development and implementation for all District/department record-keeping, data collection, mandated reporting, and student or program evaluation requirements.

Represent the District and works cooperatively with community agencies and other districts in establishing positive and acceptable behavior standards and program services for students.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

DEMONSTRATE KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child Welfare and Attendance laws, California State Education Code and other applicable laws.

District Board policies and administrative regulations.

Community, county and state resources. Public speaking techniques.

Record-keeping techniques.

Principles and practices of administrative leadership, supervision and training. Interpersonal skills including tact, patience, courtesy and mediation.

Office practices, procedures and equipment.

Human dignity characterized through respect, sensitivity, and care exhibited in the interaction with students, parents, staff and community regardless of race, gender, disability, physical characteristics, ethnic group, language, sexual orientation, age, national origin, or religion.

ABILITY TO:

Organize, coordinate and administer assigned programs and activities related to department.

Develop procedures and District policies related to department.

Assure compliance with District policies, federal laws, California Education Code and other applicable codes and regulations.

Prepare and maintain confidential records and files.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and standard office equipment.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

See to monitor individuals and to read a variety of materials.

Move hands and fingers to operate a computer keyboard or other office equipment.

Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED

Any combination equivalent to: master's degree education or a behavior science and three years school administration working with students in a disciplinary or counseling capacity.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential or Pupil Services Credential, Certificate of Eligibility for the Administrative Services Credential or an Administrative Internship.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment or hearing room setting.
Driving a vehicle to conduct work.

HAZARDS:

Contact with hostile or resistant individuals.

BOARD APPROVED: July 21, 2026