

FILLMORE CENTRAL SCHOOL

The Role of a 504 Case Manager

Job Goal: Serve as a coordinator of services, student advocate, and liaison between parents and school. Support general education teachers with implementation of the 504 and ensures that students are receiving accommodations.

Professional Responsibilities:

September:

- Read 504 Plans prior to the start of the school year for students.
- Communicate your role as case manager with families for the school year and include professional contact information.
- Cross-reference the 504 Plan with student schedules to ensure implementation of the program; report any inconsistencies to the 504 Coordinator.
- Meet with teachers to review 504 Plans, answer questions, and ensure an understanding of student management needs as well as accommodations and modifications by the end of September.
- Meet with aides and TA's providing in-class supports to review 504 needs and their role in class support by the end of September.
- Obtain teacher acknowledgement of 504 Plans at the start of the year. Turn forms in to the office by September 30th.

Year-Long:

- Serve as the "Central Point of Contact" for all teachers, parents, and administrators.
- Be the "expert" on the student.
- Ensure that modifications to materials are completed and appropriate.
- Attend any team meetings that have your student on the agenda.
- Touch base with teachers connected to the student prior to 504 meetings.
- Attend and participate in 504 meetings.
- After each change to a 504 Plan, obtain new 408 forms. Turn forms in to the office 30 days after the IEP is finalized.
- If Guidance isn't in attendance, communicate any changes that impact scheduling.