ADA Coordinator

All public or private schools that receive federal funding are required under Section 504 of the Rehabilitation Act of 1973 to make their programs accessible to students with disabilities.

The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§ 12101 et seq. and its implementing regulations, 28 CFR Part 35 (Title II, Department of Justice), requires;

“A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part.”


“A recipient,” of Federal financial assistance, “that employs fifteen or more persons shall designate at least one person to coordinate its efforts to comply with this part.”
Broadly, an ADA Coordinator is responsible for overseeing compliance with state and federal regulations. Common functions and responsibilities included in the job description of an ADA Coordinator may include, with regard to the ADA;

Knowledge of ADA regulations and guidelines
Assure compliance with federal, state and local laws, regulations and standards
Coordinate activities among a number of departments
Define and implement policies and procedures
Establish and oversee grievance procedures
Provide guidance and make determinations
Identify and utilize appropriate resources
Work with individuals with disabilities
Coordinate compliance efforts
Conduct self-evaluation plans
Implement transition plans
Monitor on-going progress
Serve as point of contact
Communicate policy
Coordinate programs
Track progress
File reports

Qualifications and skills may include;

Familiarity with the state or local government’s structure, activities, and employees
Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794
Experience with people with a broad range of disabilities
Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks
Ability to work cooperatively with the local government and people with disabilities
Familiarity with any local disability advocacy groups or other disability groups
Skills and training in negotiation and mediation
Organizational and analytical skills
Sources:

ADA Coordinator Training Certification Program (ACTCP), http://www.adacoordinator.org/

