

Santa Rosa County District Schools  
**Job Description**

**Teacher on Special Assignment – Section 504 Liaison**

Reports To: Director of Student Services  
FLSA Status: Exempt  
Department: Student Services  
Prepared by: Human Resources  
Date: July 8, 2021  
Job Code: 20308

**Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

**Primary Duties and Responsibilities:**

- Maintains a working knowledge and ensures Section 504 meeting procedures are in compliance with federal, state, and local rules and regulations regarding the Americans with Disabilities Act (ADA), Individuals with Disabilities Education Improvement Act (IDEA) and the Florida Educational Equity Act (FEEA)
- Acts as the district designee as the Local Education Agency (LEA) for Section 504 plans.
- Continually reviews and revises the district's Section 504 Plan policies and procedures
- Facilitates the implementation of the district's Section 504 policies and procedures ensuring compliance with the federal and state laws and regulations focusing on the education of students with disabilities
- Monitors compliance and communicates with the Director of Student Services regarding Section 504 implementation and the MTSS process pertaining to Section 504 students requiring evaluation for ESE services
- Coordinates prevention efforts to avoid Section 504 and ADA violations from occurring.
- Provides support to guidance counselors and teachers during Section 504 meetings
- Demonstrates knowledge and effective use of designated electronic Section 504 system to document services and support for students with Section 504 Plans
- Investigates complaints alleging violations of Section 504 and assist in providing resolution, as well as reports any potential 504 violations and allegations to the Director of Student Services
- Provides on-site, school-based technical assistance or support, in areas pertaining to students with Section 504 plans
- Reviews Section 504 Plans and supporting documentation for students transferring from other district/states to ensure the plan is appropriate, and the district implements the plan

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- Serves as the information liaison between parents, school administration, school counselors, teachers and students facilitating positive, timely and accurate communication in maintaining the Section 504 Plan development and implementation process
- Ensures that the Section 504 Plan file within the cumulative folder is maintained in compliance with the Santa Rosa District Student Records Handbook
- Assists the Director of Student Services in updating the Section 504 Programs and Procedures
- Assists in planning, development and presentation of staff development programs
- Participates in training that will ensure current information and implementation of assigned position responsibilities
- Meets professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner
- Prepares reports at the request of the Director of Student Services
- Provides own method of transportation to various locations when required
- Performs other duties as assigned by the Director of Student Services

### **Supervision Received:**

Director of Student Services

### **Supervision Exercised:**

As Assigned

### **Minimum Qualifications & Skills:**

- Master's Degree in Counseling or related field
- Currently hold or eligible for a Florida teaching certificate in counseling or related field
- Three years' experience in related field

### **Preferred Qualifications & Skills:**

- Knowledge of Section 504 policies and procedures

### **Physical Demands**

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

Approved Compensation Plan

Instructional Salary Schedule

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays