



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Student Assistance Team (SAT) Coordinator

Qualifications:

- WV Professional Teaching Certificate
- Endorsement as posted
- Current School/County employees preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Supervisor: Principal/Director of Student Services

Duties/Responsibilities:

- To provide guidance to Student Assistance Team leaders on facilitating effective SAT meetings, reviewing data, identifying and recommending appropriate interventions for students with needs, and reviewing referral files before submission for an evaluation.
- To support principals and classroom teachers in the delivery of appropriate instructional and behavioral interventions, using data to differentiate instruction to meet student needs, and documenting interventions to determine whether interventions are assisting students in making growth.
- To assist SAT leaders, principals and teachers in understanding data.
- To assist district and schools in using assessment data effectively.
- Schedules SAT Meetings and notifies members of meetings
- Arranges the meeting space
- Maintains the official records of the SAT
- Assists Case Managers and others as needed
- Coordinates with outside agencies, administrators, etc. as needed
- Guides the flow of the SAT meeting.
- Facilitates team interaction at the SAT meeting.
- Focuses the discussion on topic, keeps the discussion moving
- Negotiates additional time for discussion, if needed.
- Summarizes discussions and decisions.
- Other duties as assigned by supervisor.