

Summers County Schools
Job Description
Student Assistance Team (SAT) Coordinator

Qualifications:

1. Must hold a Professional Certificate for the grade level of the assigned school
2. Masters Degree in an educational field preferred
3. Must have successful teaching experience as documented by evaluations
4. Understand and be able to apply the West Virginia Tiered System of Support (WVTSS) framework.
5. Must have knowledge and experience implementing the Frameworks for High Performing Schools and Classrooms and the rationale for changing the structure of schooling in West Virginia
6. Knowledge of computers and software applications
7. Ability to work independently, under deadline
8. Ability to work with varied populations, such as teachers, parents, and students

Salary: \$23.00 per hour not to exceed \$5,000 total per year.

Term: During the school term as cases are referred

Job Responsibilities:

1. Assist in the identification of students for referral to the SAT team.
2. Submit log of SAT meetings that were held each nine weeks to the Director of Special Education.
3. Gather information pertaining to grades, discipline, and attendance for students in the SAT process
4. Schedule initial and follow up meetings for students identified in the SAT process
5. Schedule and attend SAT meetings.
6. Coordinate with the administration, counselors, and classroom teachers to schedule meetings at mutually convenient times
7. Collaborate with the School Counselor to identify common academic and behavioral patterns and trends; and the counselor will share that information with the teachers at SMS to target those behaviors and habits at an earlier level
8. Coordinate with the Director of Special Education or Designee for cases referred for special education assessment.

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Discrimination Notice

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, and national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Schools, 116 Main Street, Hinton, WV 25951, phone 304-466-6006; to the State Discrimination Project Coordinator, phone 304-558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, 215-596-6795.