

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Student Assistance Team (SAT) Chair

REPORTS TO: School Principal

CLASSIFICATION:

FLSA STATUS: Exempt

EMPLOYMENT TERM: 200 days annually, pursuant to WV Code §18A-4-7a; extended employment terms may be established by McDowell County BOE

COMPENSATION: \$600.00 per year

JOB SUMMARY: An experienced, trained professional educator employed to lead schools in conducting Student Assistance Team (SAT) meetings. The SAT team manages the formalized intervention process to address the academic, attendance, behavioral, and/or personal developmental needs of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A) Serve as a member of the Student Assistance Team (SAT);
- B) Accept referrals from staff, parents, and/or community agencies;
- C) Collect and maintain data on the activities of the SAT team, including meeting dates, recommendations, and interventions;
- D) Monitor student progress towards the goal(s) identified in the intervention plan;
- E) Attend SAT training sessions provided by McDowell County Board of Education;
- F) Schedule and conduct all SAT meetings with the school team;
- G) Meet SAT deadlines as described in State Policy 2419;
- H) Involve parents in the SAT process and keep them informed in regard to the student's intervention plan;
- I) Assist schools in establishing a student assistance team that reviews student academic needs that have persisted despite being addressed by instruction and intervention; and
- J) Assist with instructional skills and strategies.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS:

- A) Valid WV Teaching Certificate;
- B) Able to work cooperatively with teachers, principals, parents, supervisors, and/or designee;
- C) Training in referral procedures for multidisciplinary evaluations, alternative education placements, disciplinary procedures, and other school processes as appropriate for ensuring student progress and maintenance of a safe school environment; and

- D) Ability to write narrative reports, maintain files, and enter data electronically on the County SAT Website.

EDUCATION AND/OR EXPERIENCE:

- Three years' experience preferred

ORGANIZATIONAL RELATIONSHIPS:

- A) Directly responsible to the building principal
- B) Indirectly responsible to the Office of Special Education
- C) Ultimately responsible to the Superintendent of Schools

KNOWLEDGE, SKILLS, AND ABILITIES:

- A) Ability to write narrative reports, maintain files, and enter data electronically
- B) Ability to organize and facilitate SAT meetings
- C) Able to work cooperatively with teachers, principals, parents, and program supervisors

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to operate foot and hand controls, to use a telephone, to use a computer, utilize interactive technologies, and to write. The employee will need to lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds or more. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.