

**JOB DESCRIPTION**  
**STUDENT ASSISTANCE TEAM COORDINATOR**

Qualifications:

1. Professional certified regular education teacher at the location of the posted position.
2. Applicants for the NMS positions must presently be teaching in either grades Kindergarten through four or grades five through eight.

Reports To:

Principal and the Director of Elementary Education and Title I

Performance Responsibilities:

1. Responsible for the overall function of the program.
2. Schedules, chairs and attends all team meetings.
3. Conducts initial interviews with the referring teacher and student.
4. Serves as liaison with parents/community.
5. Divides responsibilities among "SAT" members.
6. Attends all county "SAT" coordinators meetings scheduled by the Director of Elementary Education and Title I outside of the regular school day.
7. Coordinates program evaluation at the school level and submits necessary documentation to the Director of Elementary Education and Title I.
8. Collects and maintains accurate information and records regarding students who have been referred.
9. Maintains professional work habits including:
  - Follows county and school policies and procedures
  - Safeguards confidential information
  - Good communication skills with parents and other professionals