

JOB DESCRIPTION

DEPARTMENT: INSTRUCTIONAL SUPPORT SERVICES

JOB TITLE: STUDENT ASSISTANCE TEAM
BUILDING COORDINATOR

REQUIREMENTS:

- A. Education Level:** Bachelor's degree
- B. Experience Desired:** Previous work with students who had personal challenges. Successful leadership experience.
- C. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, speaking, walking, and sitting. Frequent grasping, holding, indexing, scheduling, and writing are required.
- D. Other Requirements:** Excellent oral and written communication skills. Skills in human relations and conflict management.

REPORTS TO: Building Principal

RECEIVES GUIDANCE FROM: Building Principal
Director of Instructional Support Services

DATE: Revised December 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Reviews and updates building needs assessments.
2. Communicates with staff, parents and students concerning the Student Assistance Program.
3. Receives referrals.
4. Organizes necessary support information on referrals.
5. Coordinates team meetings.
6. Facilitates recommended student referrals to school/community referral sources.
7. Coordinates in-school support groups.
8. Maintains records of SAT referrals and other pertinent information.
9. Coordinates the evaluation and future planning of the Student Assistance Team.
10. Submits an annual report to Director of Instructional Support Services.
11. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside
XXX

Outside

Both

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard

D. Work Year:

Extra duty/extra pay positions are for a fiscal year (July 1 - June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

SATBldCd