Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Elementary Student Study Team Coordinator/Facilitator Job Description**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, support student success through coordination and facilitation of the Student Study Team process for students who are identified as struggling and needing support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with site MTSS team to identify students in need of Student Study Team (SST) support
- Schedule, coordinate, and facilitate SST meetings, including reserving a meeting location and calendaring the meeting for all appropriate people
- Document all SST meetings utilizing district/site SST forms, and maintain such records appropriately
- Provide appropriate documentation and outcomes of SST meetings to appropriate people, including teachers, parents, administration, and school counselors
- Inform teachers of any student accommodations designated by SST meetings, including previous year SST accommodations at the start of a new school year
- Monitor progress of students supported by SST program and report to MTSS team as appropriate
- Attend appropriate training and professional development as needed
- Collaborate with other district SST Coordinators on best practices
- Other appropriate duties as determined with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.