

**Roswell Independent School District
Job Description**

Job Title: SCHOOL ASSISTANT TEAM/RESPONSE TO INTERVENTION FACILITATOR (SAT/RTI)

Reports To: DIRECTOR OF INSTRUCTIONAL PROGRAMS & ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

Under general supervision, establish and maintain individual School Assistant Teams (SAT) whose roles are to ensure that at risk students are provided the opportunity to succeed in the general education environment. These SAT Facilitator's are assigned to Elementary, Middle and High Schools.

Essential Duties and Responsibilities:

1. Coordinate the SAT and RTI system design to provide school sites with consultation, support and input in the process.
2. Coordinate individual school efforts with the on-site SAT chairperson(s).
3. Ensure accountability of the interdisciplinary School Assistant Teams at each school site to include the principal or his/her designee, counselor, general education teacher(s) or other appropriate staff members.
4. Provide each school with an updated SAT/RTI manual as well as individual student referral packets.
5. Ensure strategies/interventions are documented on SAT plan and are designed to meet the individual student's needs in the general education setting.
6. Ensure each school SAT established timelines for interventions/strategies based on supporting data.
7. Ensure the transition of individual student SAT packets to the District Office for students suspected to have an educational disability.
8. Interpret & analyze Reading & Math intervention data.

Other Duties and Responsibilities:

1. Maintain confidentiality with sensitive matters.
2. Computer systems, including data bases and word processing programs.
3. Personal and professional task management through the use of technology.
4. Be flexible and able to prioritize tasks.
5. Report to work on time and work no less than 7.25 hours per day.
6. Maintain accurate and detailed records.
7. Work independently with very little supervision.
8. Perform other duties as directed by the Director of Instructional Programs and/or Assistant Superintendent for Instruction.

Qualifications:

1. Bachelor's degree **or** higher from an accredited College or University.
2. Current New Mexico Level II Certified Teaching License, Level III preferred.
3. Five years' experience in an educational environment preferred.
4. Valid Driver's license and Car Insurance (if traveling from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

SCHOOL ASSISTANT TEAM/RESPONSE TO INTERVENTION FACILITATOR (SAT/RTI) (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date