

# BALTIMORE COUNTY PUBLIC SCHOOLS

## Extra Duty Activity (EDA)

<b>Name of EDA:</b>	Scholastic Aptitude Test (SAT) Coordinator
<b>School Level:</b>	High

**Description of Activity:** The SAT is a standardized test for college admissions in the United States. The SAT measures critical-thinking skills that are needed for academic success in college. It assesses how well the test takers analyze and solve problems – skills learned in school that they will need in college. The SAT is typically taken by high school juniors and seniors. It consists of three major sections: mathematics, critical reading, and writing. Typically, the results of the SAT are combined with a student’s high school grade point average as a predictor of academic success in college.

Under the direction of the principal, the SAT coordinator develops and implements a SAT preparation and assistance program for students. The goals are to raise SAT participation rates and scores. Students who would benefit from the program are identified and then helped to prepare for the SAT. The coordinator communicates with students, school administrators, parents, and colleagues to raise the overall awareness of the test, its importance, and to create a positive climate for the test. The coordinator also provides SAT-related professional development to colleagues.

The SAT coordinator should have a thorough knowledge of the SAT, its format, content, and its requirements of students. Expertise in one of the three content areas of the SAT is preferred. The SAT coordinator must be well organized, possess excellent interpersonal and communication skills, and be flexible in after-school scheduling of SAT preparation activities.

**Link to the Blueprint for Progress:** The SAT coordinator supports the school system’s mission to provide a quality education for all students. The *Blueprint for Progress* states “all high schools will meet or exceed the national average for participation in the SAT” and “all high schools will meet or exceed the national average for critical reading, mathematics, and writing scores on the SAT” (Performance Goal 1, Indicators 1.17 and 1.18).

<b>Examples of Specific Duties of this EDA Sponsor</b>	<b>Estimated Hours</b>
Preparation and Planning <ul style="list-style-type: none"> <li>• Secures preparation materials ( e.g., <i>College Board SAT Online</i> prep program materials, <i>College Board</i> teacher and student workbooks, and other materials by the Princeton Review and Kaplan)</li> <li>• Secures funding by conferring with administrators for extra SAT tutors in subject areas as needed</li> <li>• Creates a timeline of activities and meetings to be completed (e.g., test dates, preparation dates and times, meetings, and schoolwide activities such as announcements and newsletter submissions)</li> <li>• Acquires knowledge and skills in the use of the <i>College Board SAT Online</i> program</li> </ul>	20 – 30

## Meetings

60 – 75

- Meets with the administrators to discuss scores, participation rates, and current preparation strategies
- Attends countywide meetings (usually twice per year) with other SAT coordinators to analyze SAT data
- Attends a countywide meeting with the superintendent of BCPS
- Meets with the school's guidance counselor(s) to identify students who will take the SAT and assist those students with the registration process
- Creates and implements strands for colleagues at a meeting with the school's professional development staff
- Meets with the school's SAT team to develop professional development activities
- Meets with parents to discuss the SAT and their role in preparing their son or daughter to take the test
- Meets with other SAT coordinators and prep instructors regarding the *College Board's SAT Online* training program

## Other EDA Duties

80 – 100

- Prepares and provides test preparation activities for identified students
  - Conducts after-school tutoring sessions for students
  - Provides “pull-out sessions” during the day prior to each test administration
  - Works with other subject area specialists to prepare and provide tutoring
  - Uses a variety of materials for test preparation
- Communicates test scores to school administration after entering them into the school-wide database
- Communicates test scores to colleagues by presenting information at faculty meetings
- Analyzes participation rates and scores after each test administration to determine if progress is being made toward desired goals
- Communicates with the school and community via various methods about test dates, preparation information, progress toward goals, and registration information
- Leads and conducts school-wide SAT awareness activities (e.g., SAT problem or vocabulary of the day, countdown of days until registration, placement of posters and registration information, etc.)
- Provides a variety of support to students taking the SAT
- Serves as liaison between the College Board, owner of the SAT, and school testing sites

**Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 160 - 205**

## Annual Compensation

SAT Coordinator is a Level II activity.