



District SAP Coordinator

Harrisburg School District – Job Description

JOB INFORMATION			
Job Title:	District SAP Coordinator	Reports To:	Director of School Counseling and Social Work
Employee Group:	HEA	Location:	Building
Certificated / Non-Certificated:	Certified	Department:	Student Services
Classification / Range:	Supplemental	Supervises Staff:	No
FLSA Status:	Exempt	Shift/Schedule:	N/A
Work Year/Days:	N/A	New Position / Updated:	Update
Prepared/Revised Date:	7/10/2026	Board Approval / Resolution:	8/2026

JOB SUMMARY / POSITION PURPOSE

The SAP Coordinator leads and coordinates the building-level SAP team by managing referrals, facilitating meetings, ensuring compliance with Pennsylvania SAP standards, and supporting the onboarding and training of new team members. This role also serves as a district-wide resource by providing consultation on complex cases, maintaining expertise in SAP guidelines, community resources, and Department of Education requirements, and promoting consistent implementation across schools.

ESSENTIAL FUNCTIONS		
#	Essential Duties	% of Time
1	Lead and coordinate the SAP team within the assigned building, overseeing referrals, team meetings, and documentation in accordance with Pennsylvania SAP standards.	65%
2	Serve as a district-level resource for building SAP teams requesting consultation, guidance, or support with complex cases or procedural questions.	20%
3	Maintain current knowledge of SAP guidelines, community referral resources, and relevant Department of Education requirements.	15%
4	Support onboarding of new SAP team members and participate in required trainings as designated by the Director.	5%
5	Serves as a mandated reporter and promptly reports suspected child abuse, neglect, or student safety concerns in accordance with applicable laws, District policy, and administrative procedures.	5%
6	Performs other duties as assigned by the supervisor that are job-related and consistent with the classification of the position.	N/A

SUPERVISORY RESPONSIBILITIES	
Area	Details
Positions Supervised	N/A
Supervisory Authority	N/A
Committee / Team Participation	SAP Teams



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REQUIRED AND PREFERRED QUALIFICATIONS

The qualifications below represent the education, experience, knowledge, skills, abilities, licenses, certifications, and clearances required to satisfactorily perform the essential functions of the position. Required qualifications must be job-related and consistent with business necessity. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Requirement	Details	Required	Preferred
Education	Master's degree in School Counseling or Social Work	X	
Experience	At least 8 years experience serving on a SAP Team	X	
Preferred Qualifications	Licensed LPC or LCSW/LSW		X
PDE Certification(s), if applicable	School counselor or social worker certification	X	
PA Child Abuse, PA State Police Criminal History, FBI Fingerprint Clearances	Must meet District, state, and federal requirements.	X	
Mandated Reporter Training	As required by Pennsylvania law and District procedure.	X	
Act 168 Disclosure Requirements	Must satisfy Pennsylvania Act 168 employment disclosure requirements.	X	
Act 24 Arrest/Conviction Reporting	Must comply with Pennsylvania Act 24 reporting requirements.	X	
Driver's License, if applicable	N/A		

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of PA SAP requirements
- Technology skills related to reporting and record keeping
- Communication, interpersonal, or collaboration skills
- Reasoning, analytical, or problem-solving abilities
- Regulatory, compliance, confidentiality, or recordkeeping knowledge
- Organization, prioritization, or time management skills
- Ability to work independently and exercise sound judgment
- Ability to work effectively with diverse individuals and communities
- Customer service or stakeholder engagement skills, if applicable
- Additional position-specific knowledge, skills, or abilities, as applicable

LEGAL AND COMPLIANCE REQUIREMENTS

- Complies with Board policies, administrative regulations, District procedures, and applicable local, state, and federal laws, including the Pennsylvania Public School Code, as applicable to the position.
- Maintains confidentiality of student, family, employee, and District information in accordance with applicable laws, regulations, District procedures, FERPA, and other applicable data privacy requirements.
- Complies with applicable regulatory and compliance requirements, including Title IX, Section 504 of the Rehabilitation Act, IDEA, and related laws and regulations, as applicable to the position.
- Serves as a mandated reporter in accordance with Pennsylvania law and completes all required reporting obligations, training, certifications, continuing education requirements, and clearances within established timelines.
- Maintains professional conduct and ethical standards consistent with the expectations of public school employees.



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PHYSICAL DEMANDS AND ADA CONSIDERATIONS

The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions in accordance with the Americans with Disabilities Act (ADA) and applicable law.

Physical Demand	Rarely (less than 5%)	Occasionally (5–33%)	Frequently (34–66%)	Constantly (67–100%)	Weight / Notes
Sitting				X	
Standing	X				
Walking	X				
Talking (in person, by phone, or in groups)				X	
Hearing (in person, by phone, or in groups)				X	
Vision (computer, near, distance, or peripheral)				X	
Driving Requirements	X				
Computer, Machine, or Tool Use				X	
Pushing/Pulling/Lifting	X				
Cognitive Demands / Concentration				X	
Emotional Regulation / Stress Management				X	

WORK ENVIRONMENT / PRIMARY WORK SETTING

- Inside environmental conditions and typical work setting
- Classroom, school, office, or other work environment
- Evening or weekend obligations as needed
- Interaction with students, staff, families, or the public, as applicable

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Harrisburg School District is committed to equal employment opportunity and compliance with all applicable federal and state nondiscrimination laws, including the Pennsylvania Human Relations Act. The District prohibits discrimination and harassment based on race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, veteran status, or any other legally protected classification.

This job description is not intended to be an exhaustive list of position duties or responsibilities. The District reserves the right to revise or assign additional job-related duties consistent with business necessity and applicable law. This job description does not constitute a contract of employment. Employment with the District is governed by applicable law, Board policy, and any applicable collective bargaining or individual employment agreement.



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ACKNOWLEDGMENT AND REVIEW

This job description may be reviewed and updated periodically to reflect changes in the position, operational needs, legal requirements, or District expectations.

By signing below, I acknowledge that I have received and reviewed this job description and understand the essential functions and requirements of the position. My signature does not constitute a contract of employment.

Employee Printed Name:			
Employee Signature:		Date	

Supervisor/Administrator Printed Name:			
Supervisor/Administrator Signature:		Date	