

## **Job Description**

### **Grant Funded Position**

**Job Title:** Student Support Specialist  
**Position Code:** 2E22 / BE22  
**Job Classification:** Exempt

**Supervisor:** Supervisor of Student Support  
**Pay Grade:** 37  
**Contract Length:** 192, 202, 220, 245 Days

### **Job Summary**

Position is responsible for assisting with implementing the student support program for an assigned school. Position provides support and counseling services to students; develops prevention and intervention strategies; assesses students and families; provides case management; monitors student progress; and makes referrals.

### **Essential Duties**

1. Assists with implementing the student support program for the assigned school.
2. Collaborates with school staff to develop intervention and prevention strategies for students and develops individualized service plans to facilitate achievement.
3. Conducts individual and group counseling in areas of crisis intervention, family intervention, and problem solving/decision making, conflict mediation, substance abuse, grief, and anger management.
4. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities.
5. Assesses and monitors family and student progress and provides referral and resources for students who are found to be using alcohol and other drugs.
6. Serves as a liaison between their assigned school and such agencies as human services, court services, community services board, and/or community based mental health agencies regarding a substance abuse and/or social emotional concerns affecting a student's progress in the academic environment.
7. Acts as a resource to administrators, school counselors, teachers, and health services personnel at the assigned school regarding the student assistance program.
8. Conducts staff development activities geared toward prevention and intervention initiatives.
9. Acts as a member of the school crisis team and provides referral services as needed under the supervision of the Student Support Supervisor.
10. Maintains necessary records and reports ensuring confidentiality of students and their families.
11. Inputs information for student services in shared database.
12. Assists in developing and implementing crisis intervention, trauma informed care, student and family support interventions, problem solving/decision making, grief, anger management, and substance abuse programs under the supervision of the Student Support Supervisor.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Supervisor and Principal or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Must possess a Master's degree in counseling, social work, psychology, or a related field and some experience providing crisis intervention, counseling, and substance abuse prevention education for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and

abilities. State Substance Abuse Counselor Certification preferred but not required. Must possess a demonstrated knowledge and understanding of substance abuse education, mental health services, trauma informed care, and referral resources. Must possess excellent assessment, case management, crisis intervention, interpersonal, conflict mediation, and communication skills. Must possess the ability to conduct individual and group counseling sessions, assessments, workshops, and activities for students and their families. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

**Working Conditions & Physical Demands**

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Student Support

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Student Support or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 07/2022 CR