

## Job Description

**Job Title:** Student Advancement Coordinator

**Supervisor:** Supervisor I, Referrals & Assessment Services

**Position Code:** 1E15, AE15, RE15

**Pay Grade:** 42

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position works cooperatively as an interdisciplinary team member to provide services and to devise an appropriate advancement plan for referred students and their families. Position manages, monitors, and facilitates the work responsibilities for departmental and contracted school psychologists, and coordinates the assignments for school psychology intern(s). Position supports instructional programs by reviewing reports of team members, mentoring colleagues and supporting professional accountability. Position performs specialized psychological work in an educational setting to enable students to achieve optimal learning. Position collects, interprets, and synthesizes information about a student's sensory motor/perceptual functioning, academic achievement, intelligence, social/emotional adjustment, and significant crises that influence academic and behavioral functioning.

### Essential Duties

1. Serves as a resource to teachers and staff regarding instructional and behavioral interventions.
2. Serves as a member of the interdisciplinary assessment team assigned to each school and works as a team member in making placement decisions, and planning programs to meet the advancement needs of children.
3. Coordinate, manage, monitor, and facilitate the work responsibilities for departmental school psychologists.
4. Assists as a member of the interdisciplinary assessment team assigned to each school and works as a team member in making placement decisions, developing intervention plans, and planning programs to meet the special needs of children.
5. Communicates case findings and recommendations to teachers and other school personnel as needed.
6. Monitors student academic and intervention plans for reading and math
7. Coordinates the literacy work for the student advancement department
8. Communicates case findings and recommendations to teachers and other school personnel as needed.
9. Provides in-service training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students.
10. Monitors indicators for VDOE performance reports for indicators 2,4, 9 & 10.
11. Serves as a liaison between the student, home, school, private counseling facilities and community resources such as social services, court services, and family service agencies.
10. Provides follow-up support and periodic re-evaluation services as necessary.
11. Chairs eligibility and IEP meetings as assigned by the Executive Director (Student Advancement).
12. Interprets and enforces federal and state laws and local policies/procedures regarding services to disabled students.
13. Acts as a member of the school crisis team to provide intervention to students as necessary.
14. Makes court appearances to present data and performs court-requested evaluations.
15. Compiles monthly reports and maintains accurate case records.
16. Models nondiscriminatory practices in all activities.
17. Maintains adequate and current testing materials required by school psychologists.
18. Assists the Department Supervisor in planning and conducting bi-monthly department staff meetings focused on student advancement

**Other Duties**

1. Keeps abreast of developments and research in the field of school psychology and shares with colleagues.
2. Performs any other related duties as assigned by the Supervisor I, Referrals & Assessment Services 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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia License as a school psychologist. Must possess the ability to synthesize and interpret diagnostic and assessment data. Must possess a comprehensive knowledge of school psychology theory, child development, substance abuse education, tests and measurements, and crisis management. Must possess the ability to practically apply assessment, counseling, interviewing, and crisis intervention skills. Must possess the ability to work cooperatively as an interdisciplinary team member. Must possess excellent communication and time management skills. Must possess the ability to establish and maintain effective working relationships with community agencies, students, families, team members, and others.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**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 and school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor I, Referrals & Assessment Services

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

Approvals:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date