



Job Description

Job Title: Student Assistance Supervisor I

Position Code: 1E17, AE17

Job Classification: Exempt

Supervisor: Executive Director, Youth Development

Pay Grade: 44

Contract Length: 245 Days

Job Summary

Position is responsible for planning, developing, implementing, and monitoring Student Support Specialists/Student Assistance Counselors and Student Assistance Programs and providing crisis counseling for the school division. Position conducts staff development; supervises and mentors Student Support Specialists/Student Assistance Counselors; and ensures the effective utilization of staff and resources. Position works with community agencies to develop cooperative program planning and is involved with all levels of substance abuse education and intervention with students in crisis.

Essential Duties

1. Manages the Student Support Specialists/Student Assistance Counselors and associated programs.
2. Supervises and coordinates the crisis-team during critical incidents and provides crisis counseling services in the school division.
3. Provides leadership for cross-functional teams to address identified areas of concern, e.g. bullying.
4. Serves as department representative on the curriculum revision team to provide for alignment of new curricula with principles of youth development.
5. Interfaces with the appropriate community agencies for cooperative program planning.
6. Implements the substance abuse education program for students in violation of the school division's substance abuse policy.
7. Serves as a consultant to the discipline review committee for cases involving substance abuse.
8. Arranges for staff development and training programs for a variety of school personnel on topics related to substance abuse, bullying prevention, suicide prevention, and school safety.
9. Prepares and monitors the program's budget and researches sources of additional funding.
10. Monitors and evaluates the effectiveness of assigned activities and programs and recommends revisions and improvements as needed.
11. Prepares reports regarding the operation of the program as required.
12. Models nondiscriminatory practices in all activities.

Other Duties

1. Keeps abreast of regulations and expectations of drug free programs.
2. Keeps abreast of developments and research in the field of substance abuse counseling and prevention.
3. Performs any other related duties as assigned by the Executive Director, Youth Development 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 in counseling or a related field and experience in substance abuse counseling.

Administrative experience preferred. Must possess the ability to manage a student assistance and substance abuse awareness program and develop related services for students and their families. Must possess excellent project management, planning and communication skills. Must possess a demonstrated knowledge and understanding of crisis and substance abuse counseling techniques and community resources. Must possess the ability to establish and maintain effective working relationships with students, teachers, administrators, and community based-organizations. Eligibility for certification in substance abuse counseling preferred.

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. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; and to bend, stoop 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/school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Student Assistance Counselors
Supervision Received: Executive Director, Youth Development

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor I, Student Assistance will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Youth Development 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

Revised 6/10 (BB)