Job Description

**Job Title:** Student Support Specialist

**Supervisor:** Supervisor I and Principal

**Position Code:** 2E22 / BE22

**Pay Grade:** 37S

**Job Classification:** Exempt

**Contract Length:** 202, 220, 245 Days

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**Job Summary**

Position is responsible for assisting with implementing the student assistance 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 assistance 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, problem solving/decision making, 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 and substance abuse education.
5. Assesses and monitors family and student progress and provides re-entry and follow-up services for students who are using alcohol and other drugs.
6. Serves as a liaison between the assigned school and such agencies as social services, court services, the police department, community services board, Office on Children, Youth and Families (agency name change) regarding student substance abuse, discipline, and attendance issues.
7. Provides consultation, training, and workshops to community groups and service clubs in the area of substance abuse education.
8. Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at the assigned school regarding the student assistance program and assists with conducting staff development activities.
9. Acts as a member of the school crisis team and provides referral services as needed.
10. Maintains necessary records and reports ensuring confidentiality of students and their families.
11. Assists in developing and implementing new crisis intervention, family intervention, problem solving/decision making, grief, anger management, and substance abuse programs under the supervision of the Supervisor I.
12. Models nondiscriminatory practices in all activities.

**Other Duties**

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

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**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/treatment 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 desired. Must possess a demonstrated knowledge and understanding of substance abuse education, therapeutic techniques, and referral sources. Must possess excellent assessment, case management, crisis intervention, interpersonal, 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 I and Principal

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 Principal 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:

_________________________________________  ________________________
Supervisor                                                                 Date

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

_________________________________________  ________________________
Employee Name (Print)                                   Signature                            Date