

Job Description

GRANT FUNDED

Job Title: Student Success Counseling Specialist

Position Code:

Job Classification: Exempt

Supervisor: Director of School Counseling

Pay Grade: 40

Contract Length: 245 Days

Job Summary

Under the direction of the Director of School Counseling, this position serves as the liaison between the director, members of the department of school counseling, and other central office departments. Position is responsible for assisting the Director of School Counseling with the planning, development, implementation, and monitoring of division-wide school counseling programs, PK-12, in addition to the student success process. In addition, the individual in this position works with the director to identify and refine components of the school counseling program and division-wide initiatives. This entails assisting the director in planning, coordinating, and providing activities and programs related to student intervention and development leading to student success that are aligned to the division's strategic goals, and collaborates with the department staff, school staff, and community partners to coordinate district events.

Essential Duties

1. Assists the Director of School Counseling with the collection of data and evaluation of programs and initiatives to advance initiatives such as the NNPS Profile of a Learner.
2. Assists the Director of School Counseling with managing the professional development process for annual division events, planning, scheduling, registration, site coordination, procedures, communication, and tracking and evaluation of professional learning sessions (professional development) for staff.
3. Coordinates the activities of division-wide student groups directed by the School Counseling department including meeting schedule, communications, and special projects.
4. Manages information related to the student success process.
5. Manages the School Counseling website and social media applications.
6. Maintains division-wide school counseling calendar.
7. Coordinates development of School Counseling promotional materials with Community Relations and the Print Shop.
8. Prepares job-related reports, to include records of professional development activities, evaluation feedback, and others as requested.
9. Works positively toward meeting identified district goals.
10. 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 Director of School Counseling or other appropriate administrator.
2. Keep abreast of developments and research in the field of school counseling, evidence-based practices, and education

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 Bachelor's degree in counseling, social work, psychology, education or a related field and some experience in providing services to school aged children and/or families, or any combination of education and

experience that would provide the requisite knowledge, skills and ability. Must possess valid Virginia Driver's license. Must be computer literate and proficient in use of MS Office software. The employee must have the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment, including desktop and/ or laptop computers; requires the ability to express or exchange ideas by means of spoken word; ability to differentiate between colors and shades of color. Must possess the ability to establish and maintain effective working relationships with school counselors, college and career specialists, administrative and school staff, and community based-organizations. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing. Bilingual in English/Spanish 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. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material 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: Director of School Counseling

This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Success Counseling Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of School Counseling or any 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

03/2023 CR