

## Job Description

**Job Title:** Student Support Specialist

**Position Code:** 2E22 / BE22

**Job Classification:** Exempt

**Supervisor:** Program Administrator IV

**Pay Grade:** 37

**Contract Length:** 192, 202, 220, 245 Days

### Job Summary

Responsible for coordinating homebound/home-based services for qualified students that are unable to attend school for approved reasons and home-school instruction for students whose parents have elected this option. Position ensures the continuity and integrity of instructional services to students and provides for any necessary arrangements essential to the provision of instruction and the return of the student to school for students requiring homebound or homebased instruction.

### Essential Duties

1. Manage the approval process for qualification for homeschool, homebound or homebased services and determine start and end date of services provided based on the guidelines given by the Virginia Department of Education.
2. Communicate with parents/guardians to ensure timely determination of eligibility for homebound/homebased instruction or home schooling.
3. Conducts staff development activities geared toward preparing teachers to provide successful homebound services.
4. Work with building staff, teachers, parents and students in resolving problems, ensuring student's needs are met and information is communicated accurately and in a timely manner.
5. Collaborates with families to provide support and information related to the needs of their child and acts as a resource to outside agencies for parents/guardians.
6. Collaborate with special education administrators and staff to ensure compliance with all IDEA regulations and continuity of services.
7. Collaborate with Health Services staff to ensure compliance with all health related regulations and continuity of instruction.
8. Evaluate data and documentation provided to assign teachers as appropriate.
9. Coordinate the overall provision of homebound and homebased instructional services in a timely manner and provide guidance, ongoing support and oversight of instruction for assigned teachers to include professional and ongoing monitoring.
10. Maintain an up-to-date file of available homebound instructors.
11. Conduct virtual individual and group sessions in areas of family intervention, problem solving/decision making, etc. for homebound students
12. Prepare required homebound student information for assigned teachers.
13. Establish contact with building administrators to inform them of students requiring homebound or homebased instruction and their particular educational needs, to ensure that assignments are provided in a timely manner, and to ensure participation in the Virginia State Assessment program.
14. Facilitate the student's return to in-person instruction to ensure continuity of instruction.
15. Maintain accurate records for the assigned programs and provide regular updates.
16. Prepare homebound forms for the school counseling offices.
17. Maintains necessary records and reports ensuring confidentiality of students and their families.
18. Prepare, verify and submit payroll to supervisor.
19. Generate year-end financial reports for the state homebound office.

(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. Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources. Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Must be knowledgeable of student information systems (ex. Synergy) and learning management systems (ex. CANVAS)

**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:** Program Administrator IV

*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 for Homebound Services will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator IV 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