Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/15/2021

Supervisor, Student Support Services

Pay Scale: B
Level: 21
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview
The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview
The Student Support Services Supervisor is responsible for the management, operations, coordination, and evaluation of the programs and services for Student Support Services in the Office of Student Services of Loudoun County Public Schools (LCPS) and for providing guidance and supervision to school social workers, the substance abuse prevention coordinator and specialists, and clerical support staff.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Manages and evaluates the following programs and services: Positive Experiences in Educational Relationships (PEER), Insight, Smoking Reduction, Strategies for Ongoing Success, school-based support groups, case management, substance abuse prevention and intervention, individual special education assessment and counseling, clinical teams, Safe School Ambassadors, Student Assistance, and socio-cultural history reports
- Recruits, hires, trains, and evaluates school social workers, substance abuse prevention coordinator and support staff; supervises licensed and classified staff; provides training and professional development opportunities for staff; and coordinates and supervises school social worker internship program in LCPS
- Develops and implements procedures and guidelines related to social work and substance abuse prevention services; organizes, plans, and conducts monthly meetings with school social workers; and consults with staff and principals regarding specific situations and problem-solving
- Assists in planning, implementing, and analyzing the following programs and services: bullying prevention, crisis intervention for critical incidents, depression awareness and suicide prevention, Positive Behavioral Interventions and Supports, and threat assessment
- Collects, analyzes, and reports complex outcome-oriented data related to Student Support Services; uses the data to determine trends and issues and communicates data, findings, and implications to stakeholders
- Develops and manages the fiscal budget and expenditure of funds for Student Support Services
- Works collaboratively with other offices in the Department of Pupil Services; collaborates with the Child Find Center staff to ensure school social work services to pre-school children and their families; and coordinates

services and maintains on-going communication with Loudoun County Mental Health and other community agencies

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree; Master's Degree

Experience
Five (5) years of successful experience in the public schools as a school social worker or supervising school social worker preferably with progressive responsibility

Licenses and Certifications

Knowledge, Skills and Abilities
- Experience providing clinical supervision and case management
- Knowledge and understanding of local, State, and Federal requirements related to confidentiality and effectively executes this understanding in the workplace
- Proven professional leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and community agencies
- Demonstrates strong problem solving, collaborative and organizational skills
- Proven expertise in data systems, analysis, interpretation and application for school teams
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.