Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified:

Coordinator, The Recovery School

Pay Scale: B
Level: 20
FLSA Status: Exempt
Job Family: Student Services
Primary Location: School-Based

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 Recovery School Coordinator will lead the coordination and implementation of mental health services to LCPS students to include but not limited to professional learning activities; student-centered data outcomes; post- secondary program and event planning and program management. The program coordinator will provide oversight of all counseling services provided at the recovery high school. They will work closely with the program administrator, unified mental health team staff, as well as direct academic staff to support the student's goal of recovery. The program coordinator will provide supervision to all mental health staff on-site and provide hands-on support to ensure that high-quality services are being provided as assigned.

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.

- Assists principal with coordination of the work provided by the unified mental health team members; prepares reports, attends meetings, and provides leadership and oversight of programming to ensure high quality support for positive student outcomes
- Demonstrate fidelity in best practices for programming through consistent use of technology and monitoring of student outcomes
- Coordinates and provides training, monitoring and ongoing support for the delivery of comprehensive, research-based services to students and families
- Collects, analyzes, and reports complex outcome-oriented data related to the effectiveness of programs with emphasis on equity and student-centered approach; uses data to determine trends and concerns and communicated data results and implications to stakeholders while also assisting mental health team staff in measuring and reporting the effectiveness of their work that support positive outcomes for students

- Assists the Principal in the oversight and implementation of: the multi-tiered system of supports framework to include school based mental health services, collaboration with community partners, post-secondary programs and initiatives, identify barriers and implementation systemic change through data- driven practices, support the implementation of Unified Mental Health Teams (UMHT), assists in planning and managing of the budget, determining staffing assignments, and supervising expenditures of funds in a timely manner
- Consults with staff and principal regarding specific situations and assists in problem-solving; works collaboratively with other areas of Student Mental Health Services and LCPS departments; maintains on-going communication with community agencies
- Fosters professional growth and building a positive climate of support, keeps abreast of current research, participates in professional organizations, and keeps staff informed of state and national issues and trends related to student mental health services

Qualifications

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

Education

Master's Degree in School Counseling, Social Work from an accredited college or university

Experience

Five (5) years of experience working in substance use and mental health field

Licenses and Certifications

Knowledge, Skills and Abilities

- Strong skills in effective use of data, data analysis and computer application skills
- Experience with adolescents in individual and group counseling setting
- Knowledge and experience with Restorative Practices
- Proven professional/leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and community agencies
- Excellent written and oral communication skills
- Excellent organizational, management and leadership skills
- Proven ability to deliver professional presentations

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. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently 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 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.