Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified:

Coordinator, Student Assistance Services

Pay Scale: B
Level: 18
FLSA Status: Exempt
Job Family: Student Services
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 Coordinator, Student Assistance Services position provides consultation, support, and guidance to new and existing Student Assistance Specialists, school-based administrators, and Unified Mental Health Team (UMHT) members. The Student Assistance Coordinator position provides support for Policy 8240 including direct support, training and leadership to Student Assistance Specialists. Assisting in the expansion and monitoring of substance use education program in collaboration with the Loudoun County Sheriff's Office and LCPS Health & Physical Education program.

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.

- Provide Student Assistance Specialist services and support to policy 8240 at their assigned school
- Provide direct support, training, assign tasks and provide leadership to Student Assistance Specialists
- Programmatic support for the recently alternative established LCPS alternative school initiative
- Assist in the collaboration with expanding and monitoring new and existing substance use education program initiatives between Loudoun County Sheriff's office and the LCPS Health & Physical Education
- Program support for the organizational restructuring in response to the anticipated increase in staff from 21 to 36 during the 2024 -2025 school year

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

Education
Master's Degree in human services profession (ex: Counseling, Social Work, etc)

Experience
Five (5) years' experience in delivering substance use prevention and intervention/treatment services

Licenses and Certifications

Knowledge, Skills and Abilities

- Strong organization and communication skills
- Strong public speaking skills
- Demonstrated experience partnering with other youth-serving organizations

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.