



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/15/2021

Supervisor, Student Assistance 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 Supervisor, Student Assistance Services is responsible for leadership and oversight of student assistance programs and services including substance abuse prevention and intervention, nicotine education, restorative practices, and school attendance to include the compulsory attendance laws for the Commonwealth of Virginia.

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.

- Supervises the development, implementation, and evaluation of programs for substance use prevention and intervention
- Supervises the student assistance specialists who are members of the unified mental health teams at the secondary level
- Works collaboratively with department colleagues to support the implementation, growth and evaluation of department initiatives focused on promoting resiliency skills including Sources of Strength, P.E.E.R., unified mental health teams, restorative practices, social emotional learning, multi-tiered system of supports, suicide prevention, crisis and threat intervention, and bullying prevention
- Evaluates student assistance services including substance use education class, nicotine education, restorative practices, school-based individual and group student support, as well as student, staff, and community prevention presentations
- Supervises school attendance officers who investigate any incidence of a child believed to be or reported to be truant from school; investigates all cases of non-enrolled children; initiates legal proceedings against any parent or guardian who unlawfully fails to cause their children to attend school, or any person who induces or attempts to induce any child to be absent unlawfully from school; and maintains records of all legal notices served, cases prosecuted, and other services performed
- Works in coordination with colleagues, schools, courts, and other agencies to address chronic absenteeism, truancy, and enforce compulsory attendance laws; coordinates with principals to conduct residency verifications to ensure families reside in Loudoun County and in the appropriate school attendance zone

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- Serves as a liaison with Loudoun County Prevention and Intervention Services, Juvenile Court Services, and other community agencies and committees dealing with substance use, mental health, gang/violence prevention, truancy, and other youth issues

Qualifications

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

Education

Master's Degree in counseling, school social work, education, or a related field

Experience

Five (5) years in a school or community setting, as a school social worker professional, or related field

Licenses and Certifications

Holds or is eligible for a Virginia Postgraduate Professional License with an endorsement in Administration and Supervision

Knowledge, Skills and Abilities

- Extensive experience in providing youth substance use prevention and intervention services
- 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.