Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 2/16/2024

Program Assistant (Student Assistance Services)

Pay Scale: B
Level: 8
FLSA Status: Non-Exempt
Job Family: Central Office Support
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 Specialized Instruction, and Special Education Procedural Support.

Job Overview
This specialized position is responsible for technical work and maintaining the data used to support the activities of Attendance Officers and Student Assistance Specialists. This employee creates and maintains analysis of reports generated by the student information system, identifying trends, areas of concern, and areas of strengths. The employee completes assignments independently and uses their own initiative to devise solutions and improvements to the databases, spreadsheets, publications and forms.

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.

- Provides administrative and clerical support to Student Assistance Services office
- Tracks, updates, and maintains the Attendance Administrative Assistant/Registrar short-term and long-term Substitute List
- Supports staff that provide Restorative Practices, Substance Use Prevention and Intervention, which includes maintaining all databases associated with those services and required reporting
- Creates, updates, and maintains all lists, division policies, procedures, and resources located in the document libraries for attendance officers and student assistance specialists
- Maintains databases containing program data, entering, editing, and correcting data as necessary; produces reports, lists, summaries, and other documents from databases
- Updates and maintains website content for Student Assistance Services
- Tracks, updates, and maintains data for Restorative Practices, Attendance Services and Student Assistance Services in student information systems and other database systems
- Compiles necessary program data to create the needed statistics for the VDOE Annual State Report.
- Designs and creates surveys and evaluations to collect data for Individual and Group Support, Restorative Practice, Substance Use Education Class, and other surveys as requested
- Responds to inquiries from school staff, central office, parents, and outside organizations regarding attendance, substance use prevention/intervention, and Restorative Practices

- Participates in arranging events, conferences, meetings, and other activities; assembles information, prepares informational materials, and locates and arranges for necessary space and services; maintains related expense and activity files and records
- Processes office forms and documents such as purchase orders, vouchers, requisitions, personnel action, serves as timekeeper, and sends to appropriate departments for action; maintains logs of such actions and follows up as necessary

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

Education
Associate's Degree

Experience
Experience in producing accurate reports and publication using data from numerous sources with the ability to research, analyze, select, compile, and summarize data

Licenses and Certifications

Knowledge, Skills and Abilities
- Ability to research, analyze, compile and summarize data; identify specific procedural problems and make corrections
- Knowledge of standard word processing, spreadsheet, scheduling, and presentation software
- Ability to maintain databases on multiple systems through data entering, editing, and updating procedures; working knowledge of Student Information Systems preferred
- Ability to take initiative and to handle new duties with limited direction; ability to determine and set work priorities, maintain confidentiality, work independently, and work effectively during periods of heavy workloads; ability to work and respond calmly and efficiently when under pressure
- Ability to assist in the scheduling and coordination of events, meetings, and programs
- Strong management and organizational skills and attention to detail
- Strong oral and written communication skills, strong interpersonal skills; ability to work effectively with many different audiences including but not limited to parents, school-based employees and central office administration

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.