Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 1/23/2024

Specialist, Student Assistance Services

Pay Scale: C
Level: 3
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 Specialized Instruction, and Special Education Procedural Support.

Job Overview
An employee in this position provides substance abuse and mental health education, assessment, prevention and early intervention services through groups and individual sessions, facilitates the 3-day early intervention drug and alcohol Insight class under the LCPS comprehensive Student Assistance Program. As a member of the Unified Mental Health Team, Student Assistance Specialists advance LCPS initiatives of Substance Use Prevention, Social Emotional Learning and Suicide Prevention through education, support, intervention, staff development and consultation. The programs and services involve all grade levels and will include maintaining working relationships with parents, staff, administration, and other community agencies.

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.

- Conducts substance abuse assessments for at-risk students and makes referrals for appropriate school and community-based services; provides crisis intervention services as needed and facilitate school-based substance abuse prevention groups at the secondary level
- Facilitates school-based prevention and intervention groups and individual support at the secondary level
- Utilizes evidence-based curriculum in the areas of gang/violence prevention, mental health, healthy relationships and substance use prevention. Assist with program development and evaluation
- Co-facilitates a three-day substance abuse awareness intervention class for students who violate the school alcohol and drug policy
- Facilitates meetings for parents of LCPS students referred to the Insight Class; accompanies assigned students to the Juvenile Detention Center for facility tour; conducts appropriate follow-up services for students involved in Insight Class
- Teaches research-based curriculum in the areas of bullying and violence prevention, healthy relationships and substance abuse prevention

- Plans and implement prevention activities for students, upon request; provides case management, educational and consultative services within each assigned school pertaining to substance abuse-related issues as a member of the Unified Mental Health Team
- Provides training, facilitation and consultation for the PEER Helper program and the In-School Restriction Tobacco Education Program in assigned schools; assists with program development and evaluation; develops and maintain working relationships with parents, faculty, and administration and community agencies. Provides support for Positive Behavioral Interventions and Supports (PBIS)
- Conducts substance abuse and prevention awareness presentations within classroom and community settings; may serve on community committees addressing substance abuse, bullying and domestic violence prevention
- Assists with Depression Awareness and Suicide Prevention presentations/education
- Provides professional development to LCPS focused on a variety of mental health and substance use topics
- Provides leadership with training, facilitation, and implementation for Restorative Practices and Sources of Strength
- Assists with tiered implementation of Restorative Practices to enhance social emotional learning
- Assists in providing Restorative Practices Conferences and Circles

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

Education
Master's Degree in Social Work (MSW) or Counseling (MA) from an accredited college or university

Experience
Five (5) years of experience working in the substance abuse/mental health counseling and prevention field

Licenses and Certifications
Virginia license preferred (LPC, LCSW, CSAC)

Knowledge, Skills and Abilities
- Possesses leadership qualities and professional characteristics necessary to work effectively with students, school personnel, parents and members of the community
- Experience with adolescent, family and group counseling is required
- Knowledge and experience in Restorative Practices and Sources and Strength preferred
- Demonstrated skills in oral and written communication and time management

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.