

## Job Description

**Job Title:** Student Involvement Specialist

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Program Administrator, Youth Development

**Pay Grade:** 30

**Contract Length:** 192 Days

### Job Summary

Position is responsible for providing services to assigned schools in the investigation and counseling of students with excessive attendance problems. Position enforces the provisions of the Code of Virginia attendance Law, institutes legal proceedings, and presents case information to court services. Position assesses students and families, interprets attendance policies, works as a lead interdisciplinary team member to develop prevention/intervention strategies, provides case management, monitors student progress, and makes referrals.

### Essential Duties

1. Interprets the Virginia State Code, court rulings, and the Students Rights and Responsibilities Handbook relating to student attendance laws and school board policy.
2. Gathers and reviews attendance data to identify students who are excessively truant.
3. Acts as a resource to administrators, school counselors, teachers, and health services personnel at assigned school(s) regarding attendance programs, interpretation of attendance policies/laws, and record keeping requirements.
4. Consult with teachers and other school personnel to obtain information regarding student attendance and impact on academic success.
5. Gather background information on students by making home visits, conducting interviews, and reviewing school records.
6. Serve as a member of the interdisciplinary assessment team assigned to the school and works as a team lead to develop intervention plans.
7. Communicate the intervention plan findings and recommendations to teachers and other school personnel as needed.
8. Assists with implementing truancy prevention programs for assigned schools and recommends strategies to support and improve regular school attendance.
9. Perform casework services with students and families to help resolve issues impacting student's attendance.
10. Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
11. Provide in-service training and workshops for teachers and staff regarding attendance intervention and the proper procedures for the identification of students whose attendance is impacting the overall success of the student.
12. Organize specialized progress to include parent training classes and student support activities that would have a positive impact on student school attachment.
13. Serve as a liaison between the student, home, school, community resources such as social services, court services, and family service agencies.
14. Provide follow-up support and periodic evaluation of attendance intervention plans.
15. Make court appearances to present information regarding a student's attendance record and steps taken by the school to prevent the case from being referred for court intervention. Also represents the school division at court interagency staff meetings prior to attendance cases being heard in court.
16. Compiles monthly reports and maintains accurate case records.
17. Model nondiscriminatory practices in all of their activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Program Administrator of Youth Development.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential function.

**Minimum Qualifications (Knowledge, Skills, and/or Abilities)**

Must possess a Bachelor’s degree in counseling, social work, psychology, human services, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a demonstrated knowledge and understanding of attendance laws/regulations, intervention/prevention strategies, and referral sources. Must possess excellent assessment, case management, interpersonal, and communications skills. Must possess the ability to interpret/communicate school attendance law and provide support activities for students and their families. Must be able to work with minimal daily supervision. Must possess the ability to establish and maintain effective working relationships with student, parents, staff, and outside agencies.

**Working Conditions and Physical Environment**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; heard and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead. While performing the duties of the job, the employee is occasionally expose to angry students/parents and neighborhoods considered to have high levels of violence potential. Employee will be required to use own vehicle to make home visits.

**Work Environment**

The work environment characteristics describe here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. Duties may be occasionally performed away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator, Youth Development

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Involvement Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date