

Job Description

Job Title: Military Connected Family Support Specialist

Position Code: 2E30/BE30/SE30

Job Classification: Exempt

Supervisor: Grant Coordinator

Pay Grade: 39

Contract Length: 220

Job Summary

Position provides support and counseling services to military connected students; develops appropriate support, prevention, and intervention strategies; assesses student and family needs; provides case management; monitors student progress; and makes referrals. This position funded by a grant for a period of time not to exceed three (3) years.

Essential Duties

1. Develops and implements programs that increase military-dependent students' and family members' school engagement/ involvement; develops and implements programs and support services for transitioning/mobile military-connected students and families; assesses and monitors family and student progress and provides re-entry and follow-up services for students as needed.
2. Conducts individual and group counseling in areas of crisis intervention, family intervention, problem solving/decision making, substance abuse, grief, and anger management.
3. Provides military connected families with information related to the needs of their children, and acts as a resource to parents/guardians by providing family support activities.
4. Serves as a liaison between the assigned school and military installations and military service providers; Acts as a member of the school crisis team and provides referral services for military connected students as needed.
5. Collaborates with school staff to help improve military-dependent students' personal/social and emotional adjustment and well-being; provides consultation, training, and workshops to community groups and service clubs in the area of military connected family support.
6. Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at the assigned school regarding military connected students, and assists with conducting staff development activities.
7. Collaborates with grant contractors to develop appropriate support programs for military connected families, and provide ongoing professional development to increase the capacity of entire school staff to identify and meet the academic, personal/social, and emotional needs of military-dependent students and families; meets monthly with grant contractors and other grant personnel to plan and develop interventions and receive additional training and support as needed.
8. Attends training provided by grant contractors on the challenges facing military families, general military culture, and implementing and evaluating data-driven, comprehensive, developmental programming to address military-connected student and family needs.
9. Keeps accurate records, collects and reports data to grant evaluators in a timely manner; maintains necessary records and reports ensuring confidentiality of students and their families.
10. Models nondiscriminatory practices in all 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

Performs any other related duties as assigned by the Grant Coordinator or other appropriate administrator.

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

accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Master's degree in a Human Services field (i.e. counseling, social work, or psychology) and some experience providing crisis intervention, counseling, or substance abuse prevention/treatment for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Previous/current military affiliation preferred (i.e. military service, military spouse, or military dependent). Must possess a demonstrated knowledge and understanding of therapeutic techniques for crisis intervention and referral resources. Must possess excellent assessment, case management, crisis intervention, interpersonal, and communication skills. Must possess the ability to conduct individual and group counseling sessions, assessments, workshops, and activities for military connected students and their families. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Must keep accurate records, and collect and report data to the grant evaluators in a timely manner. Must be computer literate and proficient in Microsoft Office products. Must have access to a vehicle and a valid driver's license.

Working Conditions & Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Grant Coordinator or Designated Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Military Connected Family Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Principal 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 _____