



## **Job Description**

**Job Title:** School Intervention  
Team Specialist

**Position Code:** 2E28, BE28

**Job Classification:** Exempt

**Supervisor:** Executive Director – Student Leadership

**Pay Grade:** 37S

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for direct leadership of intervention initiatives within the both the traditional and alternative secondary school setting to reduce serious discipline incidents and referrals for long-term suspension. To accomplish these goals this position will develop a comprehensive system of supports for students at risk due to behavior. This system will include activities appealing to those who are disengaged to reduce dropout and potential gang involvement.

### **Essential Duties**

1. Establishes and maintains a communication/referral process with building administrators, primarily APO's to identify students most in need of intervention, students who have repeated and/or significant discipline referrals. It is expected that each school identify 10 - 15 such students in the first year.
2. Establishes individual relationships with each of the referred students to ascertain root causes of school disengagement and disruption.
3. Consults with administrators at each high school to identify potential intervention team members within the school and works to build and maintain a comprehensive core intervention team at each site.
4. Establishes a regular meeting schedule with one or more small groups of students at each school, grouping students with similar challenges to school engagement.
5. Facilitate group meetings in concert with Student Assistance Counselors or identified core intervention team or community members based on group make-up and objectives.
6. Coordinate with core intervention team to design intervention plans for students and groups of students to ameliorate factors which drive continued disciplinary infractions and school disengagement.
7. Identify and leverage community resources to assist in intervention for individual students or groups of students.
8. Work under the direction of the Executive Director of Student Leadership to develop and maintain a comprehensive system for monitoring the effectiveness of interventions and modifying existing plan components as necessary.
9. Develop and submit quarterly reports of activities and measures of program effectiveness to the Executive Director of Student Leadership.

### **Other Duties**

Performs any other related duties as assigned by the Executive Director of Student Leadership 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 Bachelor’s degree in counseling, social work or a related field and with experience providing crisis intervention, counseling, and 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. 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 students and their families. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

**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:** Executive Director Student Leadership

*This job description in no way states or implies that these are the only duties to be performed by this employee. The School Intervention Team Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director Student Leadership 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:**

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Supervisor Date

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

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Employee Name (Print) Signature Date