

## Job Description

**Job Title:** School Based Student  
Success Specialist

**Supervisor:** Director of School Counseling

**Job Classification:**

**Pay Grade:** 32

**Contract Length:** 192 and 220 days

### Job Summary

Under the direction of the Director of School Counseling, this position is responsible for facilitating and monitoring the processes and requirements for the division's Student Success Process. The position works with central office personnel to identify, analyze, and share data related to student achievement. Performs work in an educational setting to enable students to achieve optimal learning. Position's primary areas of focus include academic achievement, social/emotional adjustment, and significant crises that influence academic and behavioral functioning. Serves on an interdisciplinary team designed to devise an appropriate success action plan for identified students. Responsible for monitoring schools' processes and requirements for the student success process through compliance with the division's multi-tiered systems of support (MTSS). Position works with central office personnel to identify, analyze, and share data related to student achievement.

### Essential Duties

1. Implements the Student Success Process for Newport News Public Schools (NNPS)
2. Plans and delivers professional learning sessions (staff development) for staff to equip teachers with knowledge and skills to develop, implement, and monitor Student Intervention Plans (SST-1) and to equip student success team members with knowledge and skills to develop, implement, and monitor Student Success Action Plans (SST-3).
3. Facilitates the development, implementation, and monitoring of Student Success Action Plans (SST-3).
4. Assists building teams in analyzing data related to national, state, and local assessments.
5. Collaborates with team for creation of Student Action Plan (SST3), follows prescribed process for completion of required paperwork in an accurate and timely manner
6. Analyzes student achievement and assessment data with administrators, leadership teams, and teachers to determine effectiveness of student success process.
7. Collaborates with school and district staff to develop intervention and prevention strategies for students and co-develops success action plans to facilitate achievement
8. Contributes to the maintenance of a shared database for student success action plan information
9. Develops and provides professional development related to the student success process for school based instructional and support staff
10. Manages information related to the student success process
11. Prepares and maintains activity reports, to include audit of student success process, records of professional development activities, evaluation feedback, and others as requested.
12. Works positively toward meeting identified district goals.

### Other Duties

1. Keep abreast of developments and research in the field of education, evidence-based practices, and MTSS.
2. Perform any other related duties as assigned by the Director of School Counseling and/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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

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

Must possess Bachelor’s degree in education, psychology, counseling, social work, or a related field. Must have some experience in providing services to school-aged children and/or families. Must possess knowledge of multi-tiered systems of support (MTSS) and Virginia tiered systems of support (VTSS). Must possess a valid Virginia Driver’s license. Must be computer literate and proficient in use of MS Office software. Experience with a student information system. Must possess the ability to establish and maintain effective working relationships with all stakeholder groups within the organization and community. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing. Bilingual in English/Spanish preferred, but not required.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**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 and school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Director of School Counseling

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the principal or 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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Principal Date

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

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Employee Name (Print) Signature Date

6/23 jsa