

Job Description

Job Title: Virtual Learning Academy Student Support Specialist

Position Code: 2E22 / BE22

Job Classification: Exempt

Supervisor: Principal

Pay Grade: 37

Contract Length: 220 Days

Job Summary

Supports the successful functioning of the Virtual Learning Academy by performing assigned duties related to the virtual learning process such as monitoring and facilitating student progress, monitoring and encouraging student attendance and engagement, proctoring online tests and assessments, and communicating with students, families, school counselors, support staff, and virtual teachers under the direction/supervision of the Virtual Learning Academy Principal.

Essential Duties

1. Assists with implementing the student support program for the Virtual Learning Academy
2. Collaborates with VLA staff to develop intervention and prevention strategies for students and develops individualized plans to facilitate achievement
3. Meets with students to set goals
4. Collaborates with school staff to develop intervention and prevention strategies for students and develops individualized student success plans to facilitate achievement
5. Provides families with information related to the needs of their student and acts as a resource to parents/guardians by providing family support activities
6. Consult with teachers and other school personnel to obtain information regarding student attendance and impact on academic success.
7. Counsel students when not meeting goals and then follows up with teachers, families, and school counselor
8. Holds grade level advisory meetings to create team building and SEL lessons
9. Acts as a resource to administrators, school counselor, VLA teachers regarding student success goals
10. Maintains necessary records and reports ensuring confidentiality of students
11. Inputs information for student services in shared database
12. Assists principal in analyzing data related to national, state, and local assessments; works with guidance personnel to determine students in need of retaking in-person student support sessions and SOL and alternative assessments testing and remediation needs
13. 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

1. Performs any other related duties as assigned by the Principal 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 or Master's degree and be eligible for a Virginia teaching license or meet the Virginia Department of Education guidelines for School Counselor. Must possess a minimum of three years of teaching or school counseling experience. Must possess effective organizational techniques and excellent communication skills. Must possess the ability to advise and guide students to success, particularly in the virtual learning environment. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

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: Supervisor and Principal

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

02/2022 CR