



Job Description

Job Title: Student Support Specialist II
GEARUP Program

Position Code: 2E22 / BE22

Job Classification: Exempt

Supervisor: Supervisor I
Guidance & AVID

Pay Grade: 37S

Contract Length: 245 Days

Job Summary

Position is responsible for assisting with the GEARUP Program (Gaining Early Awareness & Readiness for Undergraduate Programs) at several assigned schools. Position provides support and academic advisement and counseling to students in the GEARUP program during the transition from middle to high school. Position develops prevention and intervention strategies; assesses students and families; provides case management; monitors student progress; and makes referrals. Position also assists with program management and evaluation, providing staff development, and preparing reports.

Essential Duties

1. Assists with the GEARUP Program for the assigned school.
2. Assists students with developing an educational plan and preparing for post high school opportunities; and guides students in appropriate course selection.
3. Develops intervention/prevention strategies to facilitate student success in the program.
4. Gathers, reviews and analyzes achievement, discipline, and attendance data of participating students to identify those who need further assistance; and works with the guidance department to ensure proper placement of students.
5. Assesses students and makes home visits to assess the family environment.
6. Collaborates with school staff to develop intervention and prevention strategies for students and develops individualized service plans to facilitate achievement.
7. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and substance abuse education.
8. Organizes and conducts informational activities and special programs for students and parents to include career fairs, financial aid workshops, college bound workshops, and parenting workshops.
9. Assists assigned schools with developing tutoring programs and coordinating college visits for students in the program.
10. Acts as a resource to administrators, guidance counselors, teachers, and health services personnel at the assigned school regarding the GEARUP Program and assists with conducting staff development activities.
11. Assists assigned middle schools with developing transition plans for 8th grade students in the program.
12. Assists the Coordinator I with managing/evaluating the program, preparing reports, and monitoring the program budget.
13. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor I, Guidance & AVID 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 counseling, social work, psychology, or a related field and some experience providing crisis intervention, counseling, and case management 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 of child growth and development, academic/career counseling techniques, and referral sources. 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 a school/office environment.

Supervision Exercised: None

Supervision Received: Supervisor I, Guidance & AVID

This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Support Specialist (GEARUP) will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor I, Guidance & AVID 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