

## Job Description

**Job Title:** Choice Neighborhoods Resource Specialist    **Supervisor:** Director of School Counseling and Equity Affairs  
**Position Code:**    **Pay Grade:** 30  
**Job Classification:** Exempt    **Contract Length:** 245 Days

### **Job Summary**

Position is responsible for establishing connections with families from the Ridley Place neighborhood and any other areas associated with the Choice Neighborhood Initiative Program. The position will ensure students and parents, in the affected areas, are aware of the available resources and opportunities and any additional assistance as needed. The position will assist with the Choice Neighborhood Initiative Program goals of increasing the availability of educational programs, strengthening quality of early education programs, creating a continuum of enriched learning and support opportunities and setting a clear school-to-career pathway by fostering college and career preparedness specifically in the Ridley Place community. Position will work with various age groups to include birth through graduation.

### **Essential Duties**

1. Establish and develop community relationships with Ridley Place parents and children.
2. Stay abreast of all educational opportunities available to the community to include, Newport News Public Schools offerings, Head Start, Smart Beginnings, Newport News Parks and Recreation and Community Service Board.
3. Organize monthly onsite academic and family engagement opportunities to include, but not limited to, game nights, story time, family informational sessions and additional events for parents to explore and register their children for educational opportunities.
4. Work with community members to establish partnerships on programs and offerings and serves as the liaison to the Ridley Place neighborhood on these partnerships.
5. Strong organization skills and keep accurate records, collects and reports data to school division leaders and department supervisors as well as grant evaluators in a timely manner; maintains necessary records and reports ensuring confidentiality of students and their families.
6. Provides Newport News Public Schools officials and department leaders with progress reports to include program findings and additional options for continued success or improvement.
7. Collaborates with school staff to include school counselors, teachers, administrators, on-site mentors, tutors and graduation coaches for Ridley Place students to strengthen the school-to-career pathway and foster college and career preparedness.
8. Ensures compliance with School Board policies and procedures.
9. 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 appropriate administrators.
2. Performs duties in compliance with federal grant regulations.

### **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)**

Bachelor's degree in education, social work, school counseling or other related field; or any equivalent combination of education and experience that would provide the essential knowledge, skills and abilities. Working knowledge

of Microsoft Access, Excel, PowerPoint, and Word; Basic Statistics. Superior written and verbal communication skills. Ability to follow oral and written direction of a technical nature, work independently under minimal guidance. Effective interpersonal and communication skills. Must possess the ability to establish and maintain effective working relationships with students and their families, school administrators and staff.

**Working Conditions & 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. Must have the ability to sit and stand; exhibit manual dexterity to dial a telephone, to enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to 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. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Choice Neighborhood Resource Assistant

**Supervision Received:** Director of School Counseling and Equity Affairs

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Choice Neighborhood Resource Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of School Counseling and Equity Affairs 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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Supervisor	Date
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**I acknowledge that I have received and read this job description.**

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Employee Name (Print)	Signature	Date
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Revised 08/2025