



## Job Description

**Job Title:** Coordinator of Student Support Services

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Director of School Counseling

**Pay Grade:** 40

**Contract Length:** 245 Days

### Job Summary

Position is responsible for creating, supporting, promoting, and monitoring enrollment options for students. Performs specialized technical work involving master scheduling and student program planning. Provides leadership and assistance to schools in planning, designing, and improving the access and opportunities for students.

### Essential Duties

1. Create, support, coordinate, and monitor enrollment options for students to include:
2. Support the magnet program lottery process to include timelines, marketing, mailings, and student selection
3. Provide support to all high schools as they identify students, market offerings, and enroll students in Advanced Placement classes
4. Promote and monitor honors course enrollment for high school students
5. Provide support to high schools to increase Service Learning and Internship opportunities and enrollment
6. Promote, support, and monitor specialty course and program enrollment to include Magnet Schools, Governor's Schools, International Baccalaureate, Point Option, Enterprise, New Horizons, Early College, and Early Career
7. Identify and promote College and Career programs, opportunities, and offerings for students
8. Review and process all administrative transfer requests
9. Coordinate the promotion of enrollment options for students to include:
  - a. Update, revise, edit, and publish the Secondary Course Handbook
  - b. Support schools with planning and promotion of Curriculum Nights, Elective Fairs, Advanced Placement Recruiting, Open Houses, and Parent Meetings
10. Ensure updates and accuracy of secondary school leadership websites, brochures, and other print materials
11. Support the master scheduling process to include:
  - a. Establish yearlong scheduling timeline to include new course proposals, magnet lottery, course requests, allocations, and scheduling training
  - b. Assist in the teacher allocation process based on student course requests
  - c. Coordinate shared teaching positions with Human Resources following the allocation process
  - d. Support new course proposal process
  - e. Review and assign teaching overload period requests
  - f. Establish timelines and processes for student course selections
  - g. Partner with Student Information System Team to provide support to schools as they build master schedules
  - h. Provide training in creating master schedules for new administrators
12. Facilitate the creation of support opportunities for students to include:
  - a. Create opportunities for freshmen to recover failing grades following first and third marking periods
  - b. Create opportunities for students to recover credits at the end of first semester
  - c. Support schools with After School and Saturday School programming
  - d. Lead division's summer school programming
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 Executive Director of Secondary School Leadership or other appropriate administrators.

### **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 a Master's degree in education or related field. Public education (PreK-12) experience required with experience in secondary schools preferred. Thorough knowledge of student information systems, master scheduling, and student program planning; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school administrators, the School Board, and general public.

### **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.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; 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.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Student Support Services will be required to follow any other instructions and to perform any other related duties as assigned by the Director of School Counseling 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

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Date

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

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Employee Name (Print)

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Signature

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Date

Revised 08/2025