



**INSTRUCTIONAL SPECIALIST MILITARY CONNECTED STUDENT SUPPORT (OPEC)**

**GENERAL RESPONSIBILITIES**

The position is responsible for adhering to the guidelines and responsibilities of the grant in the provision of services to military-connected students with disabilities and their families in targeted schools. The position reports to the Director, Office of Programs for Exceptional Children (OPEC), or his/her designee.

**ESSENTIAL FUNCTIONS**

(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.)

- Serve as a liaison between Virginia Beach City Public Schools (VBCPS) and the grantor.
- Ensure compliance with the guidelines administered by the grantor.
- Collaborate with the grant program manager and independent evaluator in the provision of grant services.
- Provide updates and reports in a timely manner as requested by the grantor.
- Coordinate with VBCPS staff in the target schools selected for grant participation.
- Develop and provide staff development training for school Military Support Liaisons (MSLs) and target school faculty members/related staff.
- Hold quarterly meetings with MSLs and tutors; meet more frequently if needed.
- Order and distribute instructional and family support materials for staff, MSLs, tutors, students, and family members at targeted schools.
- Coordinate the administration of pre/post activity surveys for staff, students, and families.
- Collect, interpret, and maintain data from staff, student, and family surveys.
- Review survey data and develop improvement plans, as needed.
- Collaborate with regional and local military support agencies to include School Liaison Officers (SLOs), Exceptional Family Member Program (EFMP) representatives, and Fleet and Family Service Center personnel
- Communicate with target school military family members, as needed.
- Maintain regular updates on program implementation with Director.
- Attend appropriate training, as necessary.
- Perform other related job duties as appropriate.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Possess considerable: knowledge of military-connected families and the challenges they face; sensitivity to a variety of family dynamics brought about by extended military deployments; expertise in special education programs, policies, and regulations; working knowledge of the English language in written and verbal communication; proficiency in developing and delivering oral presentations and workshops; ability to establish professional relationships and maintain confidentiality when working with families, students, and staff; knowledge of data collection and interpretation methods; familiarity with grantor computer software applications; basic mathematic computation skills

**EDUCATION AND EXPERIENCE**

**Required:**

Master's Degree.

Minimum of five (5) years' experience as a special educator, counselor, social worker, or school psychologist.

**Preferred:**

A graduate degree and certification in School Counseling or Social Work.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/15, 7/20
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