



**INSTRUCTIONAL SPECIALIST**  
**Student Support Services Programs**

**GENERAL RESPONSIBILITIES**

Responsible for providing support to ensure schools implement an effective integrated system of support to include a comprehensive school counseling program, targeted interventions to address stakeholder needs, and access to community resources. Specific duties include serving as a liaison between the Office of Student Support Services and schools, community agencies, and various departments across Virginia Beach City Public Schools.

**ESSENTIAL TASKS**

(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.)

- Assist school and central office staff with using various data to implement an integrated system of support with a focus on equity.
- Work directly with local, regional, and national agencies to expand access for students and families to mental health support.
- Provide information regarding appropriate intervention/remediation strategies for students as part of an integrated system of support; assist schools with the development of individual academic and behavioral intervention plans.
- Help coordinate monthly school counseling department chair meetings and/or quarterly elementary counselor meetings to include professional development.
- Help ensure effective use of Student Support Services staff to best meet the needs of students and school communities.
- Work collaboratively with school counselors and principals to develop, update, and implement school-based comprehensive school counseling programs.
- Participate in curriculum development, ordering of school counseling materials, and the development of school counseling program evaluation assessments.
- Provide ongoing training and follow-up in the use of school counseling curricula.
- Provide staff development for school counselors as needed in the use of the curriculum and related materials.
- Assist school counselors and principals in designing programs to meet the needs of all students.
- Confer with school staff (e.g., school counselors) regarding classroom observations and developing collaborative teams.
- Help coordinate Advanced Placement test administration.
- Assist with the organization and communication of all scholarship opportunities including promoting scholarship opportunities, sharing scholarship applications, coordinating the processing of certain scholarship materials, and reporting scholarship totals to internal and external stakeholders.
- Assist Student Support Services staff with observing all school counselors and providing feedback.
- Provide continuous staff development that supports the school plan for continuous improvement and school division initiatives.
- Assist with identifying and facilitating appropriate professional development opportunities for school and central office staff. (e.g., bullying awareness and prevention, mental health and wellness, social-emotional learning, and integrated systems of support)
- Conduct or participate in workshops, committees, and conferences designed to promote the academic, career, and personal/social development of students.
- Assist with planning and delivery of parent workshops and informational sessions, if needed.
- Participate in parent conferences and provide strategies and skill-building suggestions to parents, as needed.
- Review school counseling program evaluation assessments and results and share pertinent data with stakeholders.
- Assist in the evaluation process of Student Support Services programs.
- Stay abreast of national and state standards, and current trends and issues relating to school counseling and best practice; serve on a variety of state and local committees.
- Perform related work, as required.



### **KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrate considerable knowledge, exceptional skills and proven expertise of the principles and methodologies of integrated systems of support, school-based mental health models, K-12 comprehensive school counseling programs; demonstrate the ability to deliver and articulate oral presentations and written communication and interact effectively with staff, parents, students and the community; demonstrate a working knowledge of the English language in written and verbal content; demonstrate the responsibility for own professional growth by seeking continuing education and in-service training programs; demonstrate professionalism by working cooperatively with other staff members, using support services when needed, ensuring oral communications are clear, accurate and grammatically correct, respecting confidential nature of professional information, submitting reports accurately and punctually and complying with administrative directives, individual school guidelines and school board policy; demonstrate self-control in the interaction with the school community; demonstrate good work habits to include punctual and regular attendance and efficient use of time.

### **EDUCATION AND EXPERIENCE**

**Required:** Master’s Degree from an approved school counselor education program, endorsement in school counseling, professional counselor licensed by the Board of Counseling, clinical social worker licensed by the Board of Social Work, a psychologist licensed by the Board of Psychology, other licensed counseling professional with appropriate experience and training.

### **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 and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

### **SPECIAL REQUIREMENTS**

Possession of a valid Virginia Driver's License.  
Regular and reliable attendance is an essential function of this position.