



INSTRUCTIONAL SPECIALIST (12 MONTH) SCHOOL COUNSELING PROGRAMS

GENERAL RESPONSIBILITIES

Responsible for providing support to ensure schools implement an effective comprehensive school counseling program designed to assist school counselors with skills in effective lesson preparation, presentation of content, classroom management, and school and community communications. Specific duties include serving as a liaison between schools, the Department of Teaching and Learning and/or the Office of Student Support Services along with serving as the designated dual enrollment program counselor, the Advanced Placement program coordinator, and scholarship coordinator for 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.)

- Work directly with Tidewater Community College and designated VBCPS school and central office staff to implement a robust dual enrollment program for students
- Work with the director of school counseling programs and school counselors to coordinate Advanced Placement test administration
- Organize and communicate all scholarship information to be shared with schools and the community to include promoting scholarship opportunities, sharing scholarship applications, coordinating the processing of certain scholarship materials, and reporting scholarship totals to internal and external stakeholders
- Serve as a liaison between the school counselors and the schools by leading monthly school counseling department chair meetings and/or quarterly elementary counselor meetings to include professional development
- Work collaboratively with school counselors and principals of assigned schools 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
- Review school counseling program evaluation assessments and results, and share pertinent data with stakeholders
- Assists school counselors with using various data to plan a comprehensive school counseling program
- Provide ongoing training and follow-up in the use of school counseling curricula
- Provide input regarding appropriate intervention/remediation strategies for students
- Assist school counselors in the development and implementation of effective classroom management strategies, individual behavioral intervention plans, domain planning, and program organization, as needed
- Model program practices in a variety of settings and provide follow-up support to ensure effective school counselor implementation
- Provide staff development for school counselors as needed in the use of the curriculum and ancillary materials for the assigned program
- Assist school counselors and principals in designing programs to meet the needs of all students
- Confer with school counselors regarding classroom observations and developing collaborative teams
- Assist the director of school counseling programs with observing all school counselors and provide feedback
- Provide continuous staff development that supports the school plan for improvement and school division initiatives
- Assist with identifying and facilitating appropriate professional development opportunities for school counselors
- Assist with planning and delivery of parent workshops and informational sessions, if needed
- Conduct or participate in workshops, committees, and conferences designed to promote the academic, career, and personal/social development of students

- Participate in parent conferences and provide strategies and skill building suggestions to parents, as needed
- 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 an ASCA-based, K-12 comprehensive school counseling program and curriculum design; 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; or endorsement in school counseling with Virginia certification in school counseling.

Minimum of five (5) years school counseling experience.

Preferred:

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 and up to 50 pounds occasionally. 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 Virginia Driver's License.

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

FLSA Status: Exempt	Description: 7/18, 7/20
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