



# Longview Independent School District

## JOB DESCRIPTION

### STUDENT/PARENT INTERVENTION SPECIALIST

<b>JOB TITLE:</b>	Student/Parent Intervention Specialist	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Administrative 2

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#### PRIMARY PURPOSE:

Perform service to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Bachelor's degree in Social Services or related field from an accredited college or university

##### Special Knowledge and Skills:

- Knowledge of individual and group counseling skills
- Knowledge and skill in casework methods
- Strong consultation skills for conferencing with teachers, parents, and students
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Awareness and ability to access community resources
- Excellent organizational, communication, and interpersonal skills

##### Minimum Experience:

At least one year of experience in prevention/intervention counseling  
Two years experience in social work

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement comprehensive social skills program
2. Provide short-term counseling and appropriate community referral resources to employees referred with continued emphasis on confidentiality
3. Assist with group activities for teacher who will enhance their coping skills and general mental health



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Work in conjunction with administrators and staff on program coordination
5. Develop communication channels with staff, students, parents, and community that lead to mutual understanding and respect
6. Demonstrate skill in conflict resolution with students, parents, staff, and/or community
7. Assist in evaluating the quality of the outcomes related to the student assistance program and services
8. Serve as a referral agent for staff to refer students to outside resources, as appropriate

### Instructional Management

9. Share with student assistance counselors and prevention specialist current materials and ideas gained from conferences
10. Encourage and help develop innovative ideas for counseling in the student assistance program
11. Complete the six week prevention/intervention and return to the administrative secretary in the student support services office
12. Perform other duties as assigned by the Supervisor of Student Support Services

### Student Management

13. Assist students in their personal ability to resist alcohol, tobacco, and other drugs, using a multi-disciplinary approach to prevention to include:
  - Communication skills
  - Technical abilities
  - Advanced knowledge of medical/psychological effects of alcohol, tobacco, and other drugs
  - Resiliency factors
  - Refusal skills
  - Stress reducing skills
  - Mental health resiliency factors
  - Art modalities
  - Travel to locations to meet program objectives



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Student Management (continued)

14. Intervene with and redirect identified student perceptions in a counseling setting; this may be done individually or in appropriate groups; this process will include assessment of resiliency and risk factors and referral when required
15. Intervene with and redirect students in crisis in a counseling setting; this process will include assessment of resiliency and risk factors and referral when necessary; federal and state mandates will be followed when indicated
16. Staff with campus counselor and principal regarding all student concerns
17. Prepare a three-week progress report to principal

#### Professional Growth and Development

18. Participate in professional development programs to improve job performance
19. Utilize information provided through formal and informal assessment data and a professional growth plan to improve professional skills and knowledge
20. Develop, use, and evaluate ideas and/or innovative approaches to improve his/her job performance
21. Participate in professional organizations, disseminate ideas and information to other professionals and provide leadership in identifying trends and opportunities, as well as solving problems
22. Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for educators and his/her licensing and/or certification board
23. Follow policies/procedures of Longview Independent School District

#### School/Community Relations

24. Perform other educational and promotional duties as assigned and/or approved by supervisor, include some speaking engagement



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### School/Community Relations (continued)

25. Network with existing resources to facilitate a coalition of services directed toward a heightened awareness of, and ultimately attitudinal change toward alcohol, tobacco, and other drugs in targeted population
26. Develop and implement parent involvement program as a part of the social skills curriculum

#### Other

27. Comply with district policies, as well as state and federal laws and regulations
28. Adhere to the district's safety policies and procedures
29. Maintain confidentiality in the conduct of district business
30. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
31. Demonstrate regular and prompt attendance
32. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; regular district wide travel to student homes and multiple work locations as assigned; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities

**EVALUATION:** Performance Development Appraisal System (PDAS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: March, 2013**