

Job Description

Job Title: Choice Neighborhoods Resource Assistant

Position Code:

Job Classification: Exempt

Supervisor: Choice Neighborhoods Resource Specialist

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for providing support to the Marshall-Ridley Choice Neighborhoods Initiative (CNI) by assisting the CNI Education Resource Specialist with the initiative's goals of increasing the availability of educational programs, strengthening quality of early education programs, creating a continuum of enriched learning and support opportunities, and setting a clear school-to-career pathway by fostering college and career preparedness, particularly within the Ridley Place community. This position will perform a variety of functions to include, but not limited to, communicating and engaging with students, families, school personnel and partnering organizations regarding educational information and resources for children ranging from birth – 18 years, assisting with the coordination of youth programs, opportunities and resources, using SIS, or other designated systems to monitor student data and generate spreadsheets, and keeping monthly reports and records of meetings.

Essential Duties

1. Assist the CNI Education Resource Specialist with establishing and maintaining positive relationships with Ridley Place parents and children, CNI partners and other stakeholders.
2. Assist with monitoring student information in SIS, and generate spreadsheets for data analysis.
3. Assist with gathering resources available to the community, which may include, but is not limited to, information from Newport News Public Schools, Head Start, Smart Beginnings of the VA Peninsula, Newport News Parks and Recreation, and the Community Services Board.
4. Communicate with families, school personnel and partners by phone call, email, letter and by other means when necessary regarding educational needs, resources and opportunities.
5. Support the coordination and implementation of family and community engagement activities that build capacity for students and families, promote participation in available opportunities for children and foster positive youth development and academic achievement.
6. Keep accurate records to assist with the timely collection and reporting of data to school division leaders and department supervisors, as well as grant partners and evaluators
7. Maintains necessary records and reports ensuring confidentiality of students and their families.
8. Ensures compliance with School Board policies and procedures.
9. 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 appropriate administrators.
2. Performs duties in compliance with federal grant regulations.

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 function.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess an Associate's degree with a minimum of 3 years related experience; or equivalent combination of education and experience that would provide the noted knowledge skills, and abilities; Some experience in education or a related field preferred. Working knowledge of Microsoft Access, Excel, PowerPoint, and Word; Basic statistics. Ability to follow oral and written direction of a technical nature and work independently under moderate-minimal guidance and supervision. Effective interpersonal, written and verbal communication skills. Must possess the ability to establish and maintain effective working relationships with students, parents, school staff and community stakeholders.

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 accommodations may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; make phone calls and send emails, to enter data into a computer; demonstrate effective two-way communication skills in a clear and concise manner, physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties may be performed in various environments such as a school, community building, or within a designated community. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Choice Neighborhoods Resource Specialist

This job description in no way states or implies that these are the only duties to be performed by this employee. The Choice Neighborhoods Resource Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Choice Neighborhoods Resource Specialist or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

07/2025 JSA