



**SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES**

Job Title : Visiting Teacher/Intake Officer
FLSA Status: Exempt
Work Year: 12 months
Supervisory Responsibilities: None
Reports to: Director of Special Education & Student Services
Salary: Determined by education and experience

Job Summary: The Visiting Teacher/Intake Officer is responsible for promoting and enhancing the overall academics of students, by eliminating barriers and assessing the needs of families.

Essential Duties

- Manage student referrals, reporting, court and family involvement and follow-up, as related to problems with student attendance and truancy.
- Assist with the coordination of services for students and families, as related to attendance issues and truancy.
- Conduct student, family and school needs assessment and develop long-term and short-term interventions consistent with needs assessment.
- Facilitate requirements relative to state truancy laws.
- Monitor students with attendance problems, and those referred for truancy.
- Provide services and resources to students who are homeless.
- Coordinate homebound/home based instruction for students.
- Coordinate and participate in appropriate meetings and services related to students with disabilities.
- Collect and analyze appropriate data and prepare reports, as required.
- Assist parents with navigating and supporting their children in their educational development.
- Follow up and home visits to the physical address of the student/family.
- Perform other duties, as required.

Professional Qualifications

- Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some
- Related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

- Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources.
- Must possess excellent assessment, case management, interpersonal, and communication skills.
- Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

Terms of Employment

Full-time

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

Southampton County Public Schools is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws in employment or any of its programs or activities. The Compliance Officer for Southampton County Public Schools for the above statues is the Director of Human Resources. P.O. Box 96, 21308 Plank Road, Courtland, VA. 23837, (757) 653-2692.