

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

SOCIAL WORKER

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Social Work.
- (2) Currently hold or eligible for Florida certification in the area of School Social Work.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of subject and developmental patterns at all age levels. Knowledge of laws, rules and policies governing Exceptional Student Education (ESE) and students with disabilities, pre-kindergarten through grade twelve (12). Knowledge of testing and measurement. Skills in the interpretation of academic and intellectual examinations. Skills in communicating effectively orally and in writing. Knowledge of and ability to use student database systems. Ability to interact with a wide variety of persons, including students, parents, agency personnel and school personnel. Ability to maintain confidentiality

REPORTS TO:

Director I – Special Education

JOB GOAL

To assist students, families and district and school personnel plan and provide the best possible education for exceptional students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Serve as liaison between School District and all administrators of pre-kindergarten programs.
- * (2) Serve as an evaluator on Transdisciplinary Evaluation Team for identification of children with a disability.
- * (3) Use appropriate evaluation instruments, convey results and recommend interventions.
- * (4) Facilitate systems for registries and record keeping related to Child Find Referrals.
- * (5) Work with parents and schools to resolve conflicts.
- * (6) Use appropriate intervention and service coordination techniques that address the specific needs of the student.
- * (7) Participate with student study teams to solve problems, assist with Individual Education Plans (IEPs) and clarify special needs of identified students.

SOCIAL WORKER (Continued)

- * (8) Apply knowledge of effective consultation procedures in working with parents, students and others.
- * (9) Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.

Inter / Intra-Agency Communication and Delivery

- *(10) Maintain accurate and current file of community agencies and contact persons.
- *(11) Develop and maintain a directory of service agencies and specific contacts available to exceptional student education pre-kindergarten through grade twelve (12) students and their families.
- *(12) Work with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.
- *(13) Establish and maintain continuous professional relationships with community and social agencies.

Professional Growth and Improvement

- *(14) Initiate and participate in inservice training and research relevant to position.
- *(15) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- *(16) Inform school personnel how interagency and health services may be used in planning and evaluating exceptional student education pre-kindergarten through grade twelve (12) programs for students and procedures for referrals or assistance.

Systemic Functions

- *(17) Prepare and maintain referrals.
- *(18) Conduct interviews with students and parents in school and home settings.
- *(19) Gather data from a variety of sources and utilize data for program / student improvement.
- *(20) Access student records on a need-to-know basis and protect their confidentiality.
- *(21) Serve as District-level contact for principals and teachers regarding ESE pre-kindergarten programs.
- *(22) Submit accurate reports in a timely manner and maintain all appropriate records.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(24) Participate in planning and developing programs and pre-kindergarten services for disabled students and their families.
- *(25) Establish short- and long-range plans based on exceptional student education pre-kindergarten through grade twelve (12) student needs, District, state and federal requirements.
- *(26) Plan intervention strategies that are clearly related to identified needs.
- *(27) Demonstrate organizational skills, establish priorities and plan contingencies.
- *(28) Recognize overt indicators of student distress or abuse and take appropriate intervention.
- *(29) Maintain effective interpersonal relationships and communication with all stakeholders.
- *(30) Maintain confidentiality of student records.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

SOCIAL WORKER (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 12

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002