

JOB DESCRIPTION:

This employee is responsible for the delivery of the school social work services program.

Duties of this position include but are not limited to:

1. Planning and Development:
 - a. Assisting in the formulation of administrative procedures, policies, and curriculum which directly affect the welfare of students.
 - b. Assisting in the development of school social worker objectives.
 - c. Assisting in the development of plans that will improve the quality of services that agencies provide to students based on assessed needs.
 - d. Planning duties of the social services paraprofessionals.
2. Service to Students:
 - a. Providing individual or group counseling for children who are experiencing problems in school, home, or community adjustment with an emphasis upon early intervention.
 - b. Encouraging and assisting families in their pursuit of community services that may assist in the remediation of school centered problems.
3. Services to Parents:
 - a. Assisting parents in preventing problems by facilitating communication with the school.
 - b. Assisting parents to understand problems experienced by their children. This is accomplished through home visits, group counseling, parent training and referrals to community services.
4. Services to Teachers:
 - a. Providing collaboration and consultation regarding student problems and coordinating plans and actions to meet them. Early identification of problems is emphasized.
 - b. Assisting in planning educational prescriptions for students.
 - c. Facilitating the involvement of community agencies in efforts directed toward the remediation of student problems in school adjustment.
 - d. Providing inservice to schools
5. Services to the Community:
 - a. Meeting with individual and community groups to explain school programs and student problems.
 - b. Assisting community agencies in their understanding of student clients.
6. Professional Development:
 - a. Attending and participating in educational conferences and workshops pertinent to school social work.
7. Program Evaluation:
 - a. Maintaining records of all services provided.

- b. Maintaining reports of work with students to include social histories, adaptive behavior, reports of differential diagnoses and prescriptions of truancy reports.
 - c. Reports of appropriate local, state, and federal agencies.
8. Other duties and Responsibilities:
- a. Assisting in the screening of social services paraprofessionals.
 - b. Providing supervisory assistance with the social services paraprofessionals.
 - c. Supervising student interns.
 - d. Perform other duties as assigned by the supervisor.

REQUIRED QUALIFICATIONS:

- 1. Master's degree.
- 2. Valid Florida Educator's Certificate in school social work.
- 3. Use of personal automobile.
- 4. Valid insurance coverage.
- 5. Initial health examination that includes screening for tuberculosis to assure no significant risk to the health and safety of others.

DESIRED QUALIFICATIONS:

- 1. Master's degree in social work.
- 2. Successful experience as a school social worker.
- 3. Previous counseling experience.
- 4. Specific knowledge and expertise in the areas of personality theory, counseling theory/practices, individual/group theory/practices, special/exceptional student staffing procedures, federal/state/local laws regarding school practices, and mental health/agency experience with children.

*Pre-K/Head Start only: Current and former parents or guardians of children served by the Prekindergarten/Head Start program must receive preference for employment in vacancies for which they apply.