

SCHOOL DISTRICT OF OKEECHOBEE COUNTY
EXCEPTIONAL STUDENT EDUCATION SOCIAL WORKER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in social work or related area from an accredited educational institution.
- (2) Master's degree from an accredited educational institution preferred.
- (3) Valid Florida certification in an appropriate area.
- (4) Valid Florida driver's license and/or have access to transportation.
- (5) Satisfactory criminal background check and drug screening.
- (6) Ability to perform the essential functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Knowledge of child development, mental health issues and family dynamics. Knowledge of available services and how to access them. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Ability to work cooperatively with others. Ability to interview, assess and evaluate. Ability to organize and manage time. Ability to use student database.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To implement and coordinate the mental health and academic needs for targeted students and families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Participate in the planning, implementation, and evaluation of assigned program.
- * (2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- * (3) Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
- * (4) Complete and submit Medicaid forms for eligible students.
- * (5) Develop guides and other support materials needed by assigned programs or service area.
- * (6) Develop partnership agreements with parents.
- * (7) Make home visits and maintain accurate written documentation of ongoing interactions.
- * (8) Collaborate with parents, teachers, principals and other school personnel regarding student needs.

EXCEPTIONAL STUDENT EDUCATION SOCIAL WORKER (Continued)

- * (9) Provide oversight to ensure successful implementation of activities.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.

Inter/Intra-Agency Communication and Delivery

- * (11) Serve as liaison to outside agencies related to assigned programs or services.
- * (12) Provide technical support and expertise to school and district personnel.
- * (13) Meet with community agencies and organizations to solicit resources for children and their families.
- * (14) Provide casework services and make referrals to existing community resources and provide follow-up services.
- * (15) Exercise a service orientation when working with others.
- * (16) Respond to inquiries and concerns in a timely manner.
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Serve on district committees as assigned or appropriate.
- * (19) Use effective, positive interpersonal communication skills.
- * (20) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (21) Maintain expertise in assigned areas to fulfill position goals and objectives.
- * (22) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (23) Participate in cross-training activities as required.

Systemic Functions

- * (24) Recommend improvements for policies or procedures related to assignment.
- * (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (26) Follow federal and state laws, as well as School Board policies.
- * (27) Represent the district in a positive and professional manner.
- * (28) Demonstrate support for the school district and its goals and priorities.
- * (29) Ensure adherence to good safety standards.
- * (30) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.

Leadership and Strategic Orientation

- * (31) Participate in cooperative long-range planning with departments and schools.
- * (32) Assist in implementing the district's goals and strategic commitment.
- * (33) Exercise proactive leadership in promoting the vision and mission of the district.
- * (34) Set high standards and expectations and promote professional growth for self and others.
- * (35) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (36) Maintain confidentiality regarding school/workplace matters.
- * (37) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

EXCEPTIONAL STUDENT EDUCATION SOCIAL WORKER (Continued)

- *(39) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

Job Description Supplement 11

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.

EVALUATION:

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

Board Approved: June 12, 2012