

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution
- (2) Certified by the state of Florida as a School Social Worker.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of subject and developmental patterns at all age levels. Knowledge of laws, rules and policies governing Exceptional Student Education 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 of Exceptional Student Education

JOB GOAL

<p>To assist students, families and District and school personnel plan and provide the best possible education for exceptional students.</p>
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SUPERVISES:

N/A

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.

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. 11

SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Participate in planning and developing programs and pre-kindergarten handicapped services for students and their families.
- * (2) Establish short- and long-range plans based on exceptional student education pre-kindergarten through grade twelve (12) student needs, District, state and federal requirements.
- * (3) Plan intervention strategies that are clearly related to identified needs.
- * (4) Provide and follow schedule for assigned schools and inform appropriate people of departures from the schedule.

Administrative / Management

- * (5) Use appropriate technology effectively.
- * (6) Maintain accurate and current file of community agencies and contact persons.
- * (7) Demonstrate organizational skills, establish priorities and plan for contingencies.
- * (8) Develop and maintain a directory of service agencies and specific contracts available to exceptional student education pre-kindergarten through grade twelve (12) students and their families.
- * (9) Prepare and maintain records and referrals.
- * (10) Interpret educational policies, programs and procedures related to exceptional student education pre-kindergarten through grade twelve (12) services.
- * (11) Serve as a liaison between the School District and coordinators of all District pre-kindergarten programs to ensure that all eligible exceptional student education children are referred to appropriate District pre-kindergarten.
- * (12) Serve as an evaluator on the Pre-Kindergarten Transdisciplinary Evaluation Team for the identification of handicapped children.

Assessment / Evaluation

- * (13) Use appropriate evaluation instruments, convey results and recommend interventions.
- * (14) Conduct interviews with students and parents in school and home settings.
- * (15) Gather data from a variety of sources; i.e., students, parents, school personnel, law enforcement and community.
- * (16) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting action.
- * (17) Access student records on a need-to-know basis and protect their confidentiality.

Intervention / Direct Services

- * (18) Facilitate systems for registries and record-keeping relating to Child Find referrals, handicapped, high-risk birth and student health and the dissemination of this information.
- * (19) Identify and provide appropriate exceptional student education pre-kindergarten through grade twelve (12) services for pre-kindergarten children and families.
- * (20) Use appropriate intervention and service coordination techniques that address the specific needs of the student.
- * (21) Work with parents and schools to resolve conflicts.
- * (22) Accompany parents and schools to resolve conflicts.

Collaboration

- * (23) Participate with student study teams to solve problems, assist with IEPs and clarify special needs of identified students.
- * (24) Collaborate with parents, ESE and other staff in the implementation of exceptional student education pre-kindergarten through grade twelve (12) service for students.
- * (25) Apply knowledge of effective consultation procedures in working with parents, students and others.
- * (26) Work with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.

SOCIAL WORKER, EXCEPTIONAL STUDENT EDUCATION (Continued)

- *(27) Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.

Staff Development

- *(28) Initiate and participate in inservice training and research relevant to position.
- *(29) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- *(30) 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.

Professional Responsibilities

- *(31) Establish and maintain continuous professional relationships with community and social agencies.
- *(32) Serve as District-level contact for principals and teachers regarding ESE pre-kindergarten programs.
- *(33) Keep appointments and follow up on commitments.
- *(34) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(35) Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- *(36) Maintain confidentiality of student records.
- (37) Perform other duties as assigned.

Student Growth / Achievement

- *(38) Conduct exceptional student education pre-kindergarten through grade twelve (12) services which ensure that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented parent interaction, student discipline records, attendance reports and others deemed appropriate by the District and / or required by adopted exceptional student education pre-kindergarten through grade twelve (12) curriculum.

*Essential Performance Responsibilities