



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: ~~District Coordinator~~, Student Supervisor, School Social Work Services
JOB CODE: B-012
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, ~~Support~~ Student Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To develop a comprehensive delivery model of school social work services to support the academic success, educational advocacy, and social emotional well-being of students. To provide leadership, direction, and supervision to District staff in adhering to social work ethics and evidence based practices. To develop protocols to measure the effectiveness and fidelity of the service model. To advise on the continuous improvement of mental health services to students and families in Broward County Schools. To partner with the District, schools, community agencies, and national professional groups to ensure the collaborative delivery of services. Enhance student services by coordinating and overseeing the activities of area student services personnel to ensure the effective implementation of a comprehensive program of services; and to monitor the services provided so that the students and the school system receive maximum benefits.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The ~~Area Coordinator, Student Supervisor, School Social Work Services~~ shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Develop an infrastructure to monitor and ensure that Broward County Public Schools remain compliant with Federal and State regulations legislating educational services and mental health services for all students.
- Serve as the District representative as it relates to school social work services.
- Serve as a member of various District level, local, state, and national committees, to support the provision of mental health and school social work services.
- ~~support~~ Support academic, social, and interpersonal student development by supporting and implementing the ~~Area Superintendent's Student Support, initiatives Recovery, and Student Services Department initiatives.~~ for student support services and keeping the Area Superintendent aware of the status of psychological and social work services and any needs or problems.
- Provide essential communication to District leadership and staff, on all applicable school social work programs.
- Ensure that school social work assignments and specific responsibilities meet the needs of the District, schools, and students.
- Provide supervision and performance evaluation according to BCPS policies, FLDOE requirements and NASW ethics.
- Serve as the District point of contact for managing, assembling, and deploying the Crisis Response Team.
- assist Assist the Directors of School Social Work and Attendance and Psychological Student Services in the recruitment and hiring of appropriate staff.
- Review sensitive reports/documents to ensure the timely dissemination and/or communication of information to staff, school, and/or district staff, as applicable.
- Provide guidance and consultation with the School Principal, District and community leaders on educational planning for students/families in support of improved academic and mental health outcomes.
- Direct staff in the review and interpretation of student records relative to educational programs monitoring, and tracking of student promotion, and graduation rates.
- Serve as the liaison between and among the District's offices, departments, school sites, the local and state agencies pertaining to the provision of school social work services for all students.
- Conduct annual staff performance evaluations, as required by state and BCPS guidelines.
- Ensure compliance in assessing, identifying, and recommending services for students with disabilities.

- Ensure that staff provide adequate direct services, case management, and follow-up procedures.
- Oversee staff utilization and access to confidential data, ensuring compliance with rules relating to the transfer and dissemination of information between schools, District offices and approved governmental agencies, in compliance with FERPA and HIPPA.
- Evaluate and assess the training needs of both internal and external stakeholders, develop curriculum and content, including selection of applicable materials and delivering training in collaboration with the BCPS Professional Development Department.
- Gather, review and analyze data to identify trends and inform programming decisions.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate, ~~successfully,~~ in the training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the ~~assignment~~ job responsibility.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibility responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by ~~the Area Superintendent Director, Student Services~~ immediate supervisor, or designee.
- ~~Advise Area Superintendent regarding assignments and other specific responsibilities of area school psychologist and school social workers.~~
- ~~keep the Directors of Psychological Services and School Social Work and Attendance aware of the status of psychological and social work services and any needs or concerns.~~
- ~~supervise utilizing appropriate professional assistance, area school psychologists and school social workers to insure professional quality and quantity of psychological and school social work services.~~
- ~~insure that all area student services personnel (a) are thoroughly familiar with the criteria for identifying and recommending placement of exceptional students and (b) carefully follow Special Programs and Procedures in processing students referred as possible candidates for Exceptional Student Programs.~~
- ~~insure that school psychologists and school social workers follow procedures for maintaining confidentiality and security of all psychological and social work and attendance records while they are in the area office or checked out to area student services personnel.~~
- ~~assist Director II, Psychological Services and Director II, School Social Work and Attendance in development of a comprehensive program of psychological services and school social work and attendance services and assume primary responsibility for implementation and evaluation of the programs within the areas.~~
- ~~assist the Director II, Psychological Services and Director II, School Social Work and Attendance in planning inservice Work and Attendance in planning in-service training programs, in coordination with Human Resource Development, for school psychologists and school social workers and assume primary responsibility for implementation and evaluation of these programs within the area.~~
- ~~ensure that student psychological and social services meet applicable legislation, and district policies and guidelines by investigating and mediating complaints or problems regarding psychological and social services employing the expertise of the team leader(s), as necessary.~~
- ~~ensure effective service delivery by maintaining data and preparing reports as requested by, Area Superintendent and/or Director II, School Social Work and Attendance describing quality and quantity of psychological and social work and attendance services within area.~~
- ~~keep Area Superintendent and Directors of Psychological~~ Advise Director Student Services and ~~School Social Work and Attendance advised~~ regarding adequacy and needs of work stations provided for school social workers area teams.
- ~~keep Director II, Psychological Services and Director II, School Social Work and Attendance advised regarding any problems that arise in regard to financial/personnel matters affecting any member of the area teams.~~
- ~~keep Director II, Psychological Services and Director II, School Social Work and Attendance advised in regard to materials, equipment and supplies needed by area teams.~~

SUPERVISES:

Area student services personnel (school psychologists, School social workers) in conjunction with the Director II, Psychological Services and the Director II, School Social Work and Attendance Student Services.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in social work, guidance, psychology or a related field of study.
- A Minimum minimum of five (5) years, of progressively more responsible experience and/or training in the field related to the title of the position within the last ten (10) years, of related experience including, but not limited to, serving at-risk children, youth and families in a formal education or social services setting.
- Valid Florida Certification in School Psychology or School Social Work.
- ~~Experience to include at least three (3) years as a school psychologist or school social worker.~~
- Demonstrated knowledge of community initiatives to address population needs.
- ~~Ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.~~
- ~~Competence and leadership capabilities as a school psychologist or school social worker.~~
- ~~Awareness of the needs and structure of the total school system.~~
- Effective time-management skills, including demonstrated ability to adhere to deadlines.
- An understanding of the roles and functions of school psychologists and school social workers within the Department of Student Services, the school system and the community.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience in an educational setting as a teacher, ESE specialist, guidance counselor, school social worker or related position.
- Knowledge of National Association of Social Workers (NASW) Social Work ethics.
- Knowledge of Individual Educational Plans and placement process.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Work collaboratively with parents, area, school, and district staff at all levels to ensure appropriate programs and services are delivered

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force 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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/23/91 &

Adopted: 5/21/91

Retitled: 3/19/96

Board Adopted: 12/16/03*

Board Adopted: 1/17/06

Revised: 05/15/12

2012-2013 Organizational Chart