



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Supervisor, Child Abuse and Neglect Prevention
JOB CODE: New
CLASSIFICATION: Exempt
SALARY GRADE: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Student Services
CONTRACT YEAR: Twelve Months

POSITION GOAL:

Ensure Broward County Public Schools has adequate support to develop internal resources and provide an effective framework, by which to ensure the District remains compliant with Federal and State laws regarding child abuse and neglect prevention services. To educate District staff in the professional assessment of situations to ensure students are in a safe home and school environments, allowing them to engage in active learning and improved academic success.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Child Abuse and Neglect Prevention shall carry out the performance responsibilities listed below:

- Supervise staff as assigned in the performance of job duties.
- Collaborate with schools (including charters schools) regarding the appointment, training, and support of all school-based child abuse and neglect prevention services designees.
- Develop and provide annual updates on child abuse and neglect prevention initiatives for all current school-based designees (including charter schools).
- Develop and maintain comprehensive on-line child abuse and neglect prevention services training for all District instructional personnel.
- Partner with administrators to ensure the successful completion of on-line training for all new instructional personnel as a prerequisite for job retention with the District.
- Develop and implement procedures for ensuring staff compliance with completion of the on-line child abuse and neglect prevention services training offered by the Department of Children and Families.
- Provide specific case consultation assistance to school administrators, child abuse and neglect prevention services designees, teachers and school/district staff (including charter schools).
- Review all child abuse reports made by school personnel, and make follow-up contacts and recommendations, as appropriate.
- Serve as a liaison between the School Board and the Broward Sheriff's Office of Child Protective Investigations Section (BSO CPIS) concerning the identification and reporting of abuse, abandonment, and neglect.
- Assess the need for and provide child abuse and neglect prevention services training to community agencies, as needed.
- Develop protocols to respond with solutions to complaints arising during the investigative process.
- Provide consultation to parents and caregivers, and subjects of abuse investigation as part of the investigative process conducted at the school.
- Draft, recommend and implement School Board policy and procedures related to the mandatory reporting of child abuse and neglect.
- Develop school-based safety plan for students demonstrating signs and symptoms of abuse.
- Design, develop, implement, and evaluate training for child abuse and neglect prevention designees, staff in the Teacher Induction for Effectiveness and Retention (TIER) program, teachers, administrators, and non-instructional personnel, as requested.
- Train and supervise program staff to ensure the District's adherence to state statute governing the management of child abuse and neglect prevention services.
- Ensure compliance with state statute and District policy and procedure relative to child abuse and neglect prevention services.

- Represent the School Board in collaboration with state and local agencies, including but not limited to the Broward Sheriff's Office Child Protective Investigations Section BSO CPIS, Department of Children & Families (DCF), Child Protection Team, and the Nancy J. Cotterman Center (Broward County Children's Advocacy Center & Rape Crisis Center).
- Serve as the District representative on the Advisory Committee for Healthy Families Broward, Kinship Cares Initiative and community-based inter-agency work groups and organizations, including Child Abuse Coordination Committee (CACC), Broward Domestic Violence Council, Broward Sexual Abuse Intervention Network (BSAIN), Broward Child Abuse Death Review Team, Child Abuse Strategic Plan Committee and Children Services Council: Broward AWARE.
- Serve as the child abuse and neglect prevention services expert on the County's Death Review Committee.
- Perform and promote all activities in compliance with the equal employment nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Perform other duties as assigned by the immediate supervisor, or designee.
- Follow federal and state laws, as well as School Board policies.

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 of five (5) years, 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.
- Demonstrated knowledge of community initiatives to address population needs.
- Experience in developing and delivering comprehensive training modules.
- Excellent customer service skills.
- Effective time-management skills and demonstrated ability to adhere to deadlines.
- Effective verbal, written and interpersonal communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience as a child protective investigator, child advocate, or supervisory position within the state welfare system.
- Bilingual skills.

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

Frequently work with the Director of Student Services, all levels of employees, up to and including senior leadership team, and collaborate with local, regional, state and national educational institutions, organizations and agencies to ensure consistent practices and fidelity of implementation of the State and Federal guidelines governing child abuse and neglect prevention services for the Broward County Public Schools.

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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved:

Board Adopted: