

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PROGRAM SPECIALIST, School Social Work Services

#### QUALIFICATIONS

- Master's Degree in Social Work with LCSW required.
- Certification by Florida Department of Education in School Social Work.
- Qualified Supervisor for Social Workers and/or degree in Educational Leadership.
- Five (5) years of social work experience, school social work experience preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures, as they relate to School Social Work.
- Knowledge of basic computer software and hardware.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize, and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, curriculum, and staff development.
- Ability to obtain and maintain certification in SCPS-approved crisis management and risk assessment training.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.

#### SUPERVISION

**REPORTS TO** Assistant Superintendent of Student Support Services and/or Designee  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***Act as a liaison between students, families, schools, community, and District staff to foster student performance that results in all students becoming college and career ready. Utilize supportive case management, research-based interventions, parent engagement, community outreach, and mental health supports in the acquisition and maintenance of optimal learning outcomes for all students.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Fulfill performance responsibilities as described in School Social Work job description.
2. \*Plan and conduct meetings and chair/participate in ad hoc committees as directed by the Assistant Superintendent of Student Support Services.
3. \*Provide appropriate Professional Development to meet the specific needs of services within the department.
4. \*Assist administrators with recruitment and screening of Student Support Services employees.
5. \*Develop, maintain, and monitor a tracking system for intervention referrals.
6. \*Provide, upon request, consultations to Student Support Services staff on individual cases.
7. \*Assist in development of policies and procedures in accordance with local, state, and federal mandates as related to school social work.
8. \*Coordinate the efforts of School Social Work staff in the department.
9. \*Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

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- 10. \*Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to school social work.
- 11. \*Monitor new School Social Work employees.
- 12. \*Assist in development and implementing the District's goals and strategic commitments.
- 13. \*Coordinate with local universities to implement internship programs.
- 14. \*Work with school social work team to identify opportunities to provide pathways for clinical licensure.
- 15. Perform other duties as assigned by the Assistant Superintendent of Student Support Services.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

AO-07-E \$78,347 - \$120,067

District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position	TBD
Personnel Category	12
EEO-5 Line	43
Function	6100
Job Code	1378
Survey Code	61110

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

May 31, 2022

ADA Information Provided by Amy Elwood  
Position Description Prepared by Amy Elwood