



Job Title: **School Social Work Specialist**

Department: **Responsive Services**

Supervisor: **Director of Responsive Services**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs / 242 days**

Evaluation Group: **CTESS-Ed-Spec**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under direction of the Director of Responsive Services, the School Social Work Specialist is responsible for the professional development and evaluation of social workers serving our students and schools. The Specialist supports services and resources related to Social Emotional Learning within a Multi-Tiered System of Support (MTSS). He/She supports principals and school staff in seeking appropriate services to support students. The School Social Work Specialist collaborates with other CSD staff to support school principals and other school personnel in working with students who experience personal, social, medical, clinical and/or emotional issues that prevent the attainment of academic success in the classroom setting. They respond to principal and staff needs regarding social work assignments, evaluation and support schools through timely, effective and efficient problem solving. Through collaboration and advocacy, the Specialist supports school system goals and priorities, as well as the missions of the Department of Responsive Services.

ESSENTIAL FUNCTIONS

- **Ability to recruit, retain, develop and support Social Workers** - Support the recruitment, screening, interviewing, hiring, and ongoing learning and development of school social workers through relationship building, establishment of trust, professional development, and coaching. Also identifies essential skills/standards and then implements the training of school social workers to enhance their effectiveness and efficiencies.
- **Program Assurance** – Develops, collects, monitors and analyzes data that contributes to increasing the academic achievement of all students. Works closely with the Director of Responsive Services to optimize the well-being of students and ensure efficient resource allocation. Works cooperatively with networks, schools, central office managements, parents and other stakeholder to continually improve the programs.
- **Professional Development** – Assumes the responsibility for his/her own professional development and for keeping current with the literature, new research findings and improved delivery techniques in various areas by attending appropriate professional meetings, and by other means.
- **Consultation** – Supports school principals and other school personnel in working with students who experience personal, social, medical, clinical and/or emotional issues that prevent the attainment of academic success in the classroom setting.
- **Evaluation** – Conducts CTESS evaluations in collaboration with school administrators for school social workers.
- **Coordinate Supports** – Responsible for coordinating school based mental health services with outside agencies including school placement. Responsible for coordinating graduate level social work interns/practicum students from University graduate social work programs.
- **Other duties as assigned** - Assists in the maintenance and refinement of the district crisis response team, participates actively in community outreach activities and district coordination

efforts (e.g. Prevention and Intervention Team), accepts new responsibilities as needs are identified, and transitions from previous work patterns when necessary.

- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Master's degree in Social Work required with a USBE Level 2 school social work educator license.
- Requires minimum of five years of experience as a school social worker, or comparable job experience with demonstrated competence.
- Substantial knowledge of current research and best practices related to Social Emotional Learning.
- Substantial knowledge of current Utah laws and policies related to school mental health and school social work practices.
- Requires outstanding interpersonal skills, impeccable integrity, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service. Interacts with principals and teachers, parents, senior district office staff, general public, board of education, institutions of higher education, Utah State Board of Education, and business leaders.
- Must demonstrate high levels of flexibility, ability to work in a fast-paced, innovative environment, and skill at coordinating tasks and assignments with high-level, well-educated, opinionated, outgoing personalities.
- Must possess high degree of patience, dignity, and sensitivity. Attention to detail is imperative.
- Must have advanced written and verbal communication skills.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, PowerPoint, etc.) and digital publishing applications required.
- Standard office machines and equipment.
- Demonstrated leadership, coaching, facilitating, and team-building skills.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Requires ability to operate motor vehicle.

• Physical ability to perform the essential functions listed above with or without reasonable accommodation.
• Requires the ability to lift a minimum of ten (10) pounds.
• Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020