



**Job Title:** Social Worker

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 12

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this job is to assist students, families, and District and school personnel plan and provide the best possible education for exceptional students.

## **ESSENTIAL JOB FUNCTIONS**

- Serves as liaison between School District and all administrators of pre-kindergarten programs.
- Performs intake and transition meetings.
- Facilitates systems for registries and record keeping related to Child Find Referrals.
- Works with parents and schools to identify resources.
- Uses appropriate intervention and service coordination techniques that address the specific needs of the student.
- Participates with student study teams to solve problems, assist with Individual Education Plans (IEPs), and clarify special needs of identified students.
- Applies knowledge of effective consultation procedures in working with parents, students, and others.
- Facilitates parent involvement in meetings by home visits, telephone calls, and other contacts.
- Maintains accurate and current file of community agencies and contact persons.
- Develops and maintains a directory of service agencies and specific contacts available to exceptional student education pre-kindergarten through grade twelve (12) students and their families.
- Works with existing interagency community service groups to identify service gaps and to collaboratively facilitate maximum delivery and impact.
- Establishes and maintains continuous professional relationships with community and social agencies.
- Initiates and participates in in-service training and research relevant to position.
- Demonstrates professional growth and continuous improvement of professional knowledge and skills.
- Informs 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.

- Prepares and maintains referrals.
- Conducts interviews with students and parents in school and home settings.
- Gathers data from a variety of sources and utilize data for program/student improvement.
- Accesses student records on a need-to-know basis and protect their confidentiality.
- Serves as District-level contact for principals and teachers regarding ESE pre-kindergarten programs.
- Submits accurate reports in a timely manner and maintains all appropriate records.
- Participates in planning and developing programs and pre-kindergarten services for disabled students and their families.
- Establishes short- and long-range plans based on exceptional student education pre-kindergarten through grade twelve (12) student needs, District, state, and federal requirements.
- Plans intervention strategies that are clearly related to identify needs.
- Demonstrates organizational skills, establishes priorities, and plans contingencies.
- Recognizes overt indicators of student distress or abuse and takes appropriate intervention.
- Maintains effective interpersonal relationships and communication with all stakeholders.
- Maintains confidentiality of student records.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution in Social Work.
- Currently hold or eligible for Florida certification in the area of School Social Work or Department of Health Licensure.
- Requires four (4) years of experience in related work.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires knowledge of subject and developmental patterns at all age levels.
- Requires knowledge of laws, rules, and policies governing Exceptional Student Education (ESE) and students with disabilities, pre-kindergarten through grade twelve (12).
- Requires the ability to display a knowledge of testing and measurement.
- Requires the ability to display skills in the interpretation of academic and intellectual examinations.
- Requires the ability to communicate effectively orally and in writing.
- Requires the ability to use student database systems.
- Requires the ability to interact with a wide variety of persons, including students, parents, agency personnel, and school personnel.
- Requires the ability to maintain confidentiality.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, speaking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**