



EMPLOYEE NAME: _____

Created 10/06; Revised: 9/08; 10/12; 9/13; 6/18; 9/18; 5/23

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Social Workers	JOB CODE: 621M
DIVISION: Chief of Staff	SALARY SCHEDULE: Annual Central Office
DEPARTMENT: Student Support	WORKDAYS: 238
REPORTS TO: Director, Student Support	PAY GRADE: CAD (5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises and coordinates all aspects of school social work; provides direct and on-going leadership to School Social Work Department; serves as liaison between community resources, students and school system; monitors and provides quality assurance of social work services; directs and supports staff toward helping students make satisfactory adjustments by coordinating and influencing the efforts of the school, the family and the community to achieve this goal.	

REQUIREMENTS:

1. Educational Level: Master of Social Work Degree required
2. Certification/License Required: Leadership Endorsement; Certified School Social Worker S5; Licensed Clinical Social Worker
3. Experience: 5 years' experience in School Social Work required; 3 years of supervisory responsibilities preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; planning, organization and time management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supervises School Social Work Department, support staff and provides leadership and technical assistance in the development of practice in all areas of school social work services.
3. Assists in the formulation of program guidelines in response to State Department of Education directives, state legislation, and school policies regarding attendance and drop-out issues.
4. Provides summative and observational evaluations of school social work staff to ensure high quality services and optimum use of school social work knowledge and skills.
5. Participates in the budget process; develops requests; prioritizes departmental needs; and monitors expenditures.
6. Provides monthly clinical and group supervision and assesses personnel training needs and plans for appropriate staff development activities.
7. Participates in internal decision-making activities and coordinates and supervises field training of School Social Work Intern Program.
8. Initiates, develops, and coordinates activities within and outside of system to address deficiencies in resources and services needed to ensure student progress.
9. Collects departmental data and analyzes outcome measures which support the effective use of school social work services to better meet the needs of students and families.
10. Actively participates in community resource activities that support departmental goals and student achievement and participates in local meetings.
11. Troubleshoots social work issues in the field.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____