

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8640
Pay Grade: E07

FLSA: Exempt
PTS

MANAGING OFFICER, SOCIAL WORK SERVICES
REPORTS TO: Executive Director, Student Services
SUPERVISES: Instructional Staff Attendance Specialist
QUALIFICATIONS: Masters degree in Social Work from an accredited college or university. Certification as a School Social Worker. Five (5) years of experience in social work including two (2) years in supervision of social workers. Demonstrated organizational and communication skills. Demonstrated knowledge of strategies and techniques as they pertain to individual/group and family counseling, crisis intervention, social services, developmental guidance activities, curriculum planning and implementation, community resources and family support services.
PREFERRED: Current licensure as a clinical social worker (LCSW) by the Florida State Board of Clinical Social Work and /or Certification in Administration and/or Supervision, Educational Leadership, or an equivalent certification as defined by the Department of Education.
MAJOR FUNCTION
The Managing Officer, Social Work Services is responsible for the administration of school social work and full service schools programs, personnel and functions. This responsibility includes goal setting, planning, organizing, coordinating, decision-making, communicating and evaluating to promote an optimal level of behavioral, emotional, and social functioning and an improved learning process for all students.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Advocates, facilitates and monitors the components of the school social work and full service schools programs to assure alignment with district goals• Develops, promotes, evaluates and communicates on a regular basis progress toward department goals• Represents the department on cross-functional teams• Collaborates with schools and community partners in establishing and expanding school social work projects• Develops and maintains partnerships with social work related community organizations• Facilitates the execution of contracts with community agencies and organizations• Provides leadership in community activities which promote the health and welfare of students and their families• Makes staffing model recommendations and establishes budget priorities• Supervises the expenditures of the program resources• Develops and monitors a school assignment plan for social workers and attendance specialists• Consults with staff with regard to individual case situations when appropriate• Develops and executes department policies and procedures• Plans, organizes and conducts school social work staff meetings

MANAGING OFFICER, SOCIAL WORK SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)

- Coordinates goal setting and planning processes within the department based on district vision and strategic directions
- Communicates budget parameters and legislative mandates related to the development of staffing and school social work delivery models
- Stimulates the development of new school and community resources to provide both remedial and preventive services to students and their families
- Solicits and responds to customer input from staff, schools, parents and the community
- Monitors customer satisfaction results
- Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses, and community
- Assists students and their families in the resolution of behavioral, emotional and social needs through school and community resources and referral
- Consults with staff members and administrators of programs which utilize school social work staff in leadership or direct service capacities; improves the program and deals with specific problem areas
- Maintains awareness of developments in the field of school social work by participation in workshops and seminars and through private study of professional books and journals
- Coordinates and collaborates with school personnel and private and public sectors of the community to meet the needs of Pinellas county children and their families
- Interprets Florida Statute, the Florida Administrative Code, Code of Ethics, and Pinellas County School Board policies and procedures relating to school social work and monitors district compliance
- Maintains an information system that supports the facilitation and monitoring of department goals and initiatives
- Monitors and communicates trends, benchmark and comparison data in the areas of school social work
- Assists schools and community agencies in analyzing data for continuous improvement in student achievement
- Uses social work data to maximize resources available to schools
- Maintains centralized records of case information and services provided
- Establishes, maintains, interprets and utilizes case information and performance data collected on a continual basis by direct service staff
- Facilitates leadership development of school social work and full service school personnel
- Encourages school social work and full service school personnel in responsibility, empowerment, involvement, and innovation related to department improvement activities
- Acknowledges contributions of school social work and full service school personnel to department goals and/or the district's strategic directions
- Plans and provides professional development opportunities for school social work ~~and full service school~~ personnel designed to upgrade staff skills and performance
- Supervises professional staff and monitors outcomes of services
- Observes, appraises and evaluates school social workers and Attendance Specialists and makes recommendations for promotion, continuation and dismissal of staff
- Recruits and recommends for employment personnel for these services
- Supervises the social work induction and mentoring programs
- Oversees the new social work staff mastery of state accomplished practices
- Maintains a personal/professional development plan and engages in professional development activities

MANAGING OFFICER, SOCIAL WORK SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)

- Plans and supervises personnel from universities and graduate schools for continuous quality internships in the school social work and full service school departments
- Designs and develops social work resources for district personnel
- Manages department data collection and reporting functions; uses data in decision-making
- Provides for evaluation and modification of the school social work programs through advisory committees and other groups
- Oversees annual budgets from various funding sources to support school social work and full service schools
- Serves on community boards and as a representative to community and state agencies as requested or directed by job responsibilities
- Works collaboratively with the community agencies in all areas of school social work Provides information to the public concerning school social work, and children's needs in the mental health area
- Performs related duties as required

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 established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/95 PBL; BOARD APPROVED: 6/13/95; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED: 4/99 PBL; BOARD APPROVED: 4/27/99; UPDATE DIVISION NAME: 1/06 AK; REVISED FORMAT, TITLE, PAY SCHEDULE, MF, ER, ADA,7/12, LM; BOARD APPROVED: 9/11/2012

MANAGING OFFICER, SOCIAL WORK SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Managing Officer, Social Work Services –PTS