

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: High School Specialist Student Well-being Social Work

GENERAL DESCRIPTION

The essential function of the position within the organization is to help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Primary Duties:

Possesses knowledge of children and family systems.

Possesses knowledge of community agencies for services to children and families.

Possesses knowledge of the referral process for accessing services for children and families.

Possesses knowledge of evidence-based behavioral interventions and outcome measures.

Possesses knowledge of impacts, interventions and systems of care for students with co-occurring mental health and substance use diagnoses

Utilizes universal screening measures to identify students at-risk of obtaining early warning system indicators and/or drop out.

Providing case management and direct intervention for identified students.

Ability to communicate, relate, and consult with a variety of staff in a proficient, student-centered and positive manner.

Ability to counsel with families regarding needs for services to help students identified as abused, neglected, or emotionally/behaviorally challenged.

Ability to conduct home visits.

Ability to conduct parent conferences and actively participate in school problem solving team meetings.

Ability to facilitate and/or attend monthly behavior data meetings with other school-based mental health providers.

Ability to function as a liaison between the home, school and community/private agencies to coordinate care and services.

Ability to maintain a caseload and perform a combination of tier 2 (Check In-Check Out, small groups) and

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tier 3 (individual sessions, targeted support) for students on caseload.

Ability to track a variety of student and intervention data, keep stakeholders up to date on data, and made decisions regarding level of support based on data.

This position services students across the district at the high school level.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or and calculating ratios, rates and percents.

Communications Requirements:

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“Communications” involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions is minor – affects only those in immediate work area.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

A Master’s degree in Social Work or related mental health field.

Licenses Certifications Registrations Required:

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“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

A Florida educator certificate in School Social Work or School Counseling.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of three years-experience working in a school setting preferred.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Light Work: Sitting, Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator, Student Support

Supervises:

N/A

PAY GRADE: From: SW-1 To: SW-57

Exempt

Number of Months: 11 Number of Days: 220 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 11/16/2021