



POSITION DESCRIPTION

POSITION TITLE: SUPERVISOR, SPECIAL EDUCATION SOCIAL WORK

DATE REVISED:	4.3.20	JOB NAME:	2520.SUPERVISOR II.SPED.ADMN		
EXEMPT STATUS:	EXEMPT	NO. OF DAYS:	226	GRADE:	*COMP GRADES
DIVISION:	Teaching and Learning				
DEPARTMENT:	Special Education				
REPORTS TO:	Executive Director of Engagement Services				
SUPERVISES:	Special Education Social Workers	DIRECTLY		INDIRECTLY	
EDUCATION:	Master's Degree in Educational Leadership and/or in Social Work from an accredited university; Bilingual Certification preferred				
EXPERIENCE:	<ul style="list-style-type: none"> ● A minimum of fifteen years of education experience, including teaching, social work or related experience ● educational leadership experience ● LMSW and/or LCSW preferred ● Experience working with youth and families ● Experience in community networking and referrals ● Experience in case management of at-risk youth 				

POSITION FUNCTION/PURPOSE:

Provides leadership on special education social work services by collaborating with campus and central leadership and by supervising and leading Special Education Social Workers in the following areas:

- social, emotional, and behavioral intervention services
- identification, referral, and coordination of services
- case management for students receiving special education services
- family assistance with social service needs including access to resources and parent training opportunities

MAJOR RESPONSIBILITIES:

1. Serve as the lead point of contact for the District's Special Education Social Work and Parent Education Services.
2. Provide leadership, supervision, training, and guidance to Special Education Social Workers who serve students and families in the following areas:
3. Serve as a communication link between the home and school in matters relating to special education programs and compliance issues
4. Support parents in advocating for their student with disabilities
5. Provide support to families in identifying and addressing factors which may be impeding the child's educational progress.
6. Coordinate with network team members to address referrals received regarding academic, behavioral, emotional, and family social issues.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

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7. Plan and implement activities pertaining to their respective fields on staff development days as well as participate in case reviews as needed.
8. Serve as a resource to families, school personnel, and special education staff by identifying and utilizing district and /or community resources which are appropriate to address the identified needs of the student and family.
9. Consult with campus administrators, teachers, counselors, and nurses regarding behavioral, family, or social issues and consult with school and special education personnel on strategies to improve communication with parents.
10. Provide support interventions to students to meet student social, emotional, and behavioral needs.
11. Disseminate information to parents and teachers about available services in the community for students with disabilities.
12. Maintain effective communication and rapport with parents, students, school personnel, and the community.
13. Attend ARD meetings as needed to assist parents in understanding the special education process and/or provide support when needed to school staff.
14. Attend and participate in multidisciplinary staff meetings concerning individual special needs cases (i.e. social, cultural, emotional, and economic) as needed.
15. Serve as a liaison between school and the home in resolving difficult cases. Adhere to the Code of Ethics as set forth by the National Association of Social Workers and the Texas State Board of Social Workers Examiners.
16. Manage database and case records on all services provided to youth and families.
17. Attend community events/resource fairs to share information about department services.
18. Participate in professional development opportunities that help maintain social work certifications.

MISCELLANEOUS

- Perform other duties as assigned by Executive Director.
- Computer skills to include Google Platform, Virtual Conferencing and Presentations.
- Exceptional oral and written communications skills.
- Accessible to staff and supervisor by phone as necessary.
- Ability to organize, manage time and prioritize duties.
- Ability to work well with peers, the public, parents and students
- Performs all other tasks and duties as assigned.
- All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

SUPERVISORY RESPONSIBILITIES:

Directly supervises assigned staff.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

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While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

Please email all job application to: ETrujillo@dallasisd.org

Name of incumbent	Signature of incumbent	Date
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Name of Supervisor	Signature of Supervisor	Date
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Name of Executive Director	Signature Executive Director	Date
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