



POSITION DESCRIPTION

JOB TITLE: Supervisor - School Social Workers Job Class: 2135		
DATE	DEPARTMENT OR SCHOOL Social Work Department	DIVISION Division of Special Services
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Plans and supervises (with school administrators) the work of School Social Workers and Social Work Assistants. Promotes knowledge and skills required to understand and work effectively with students/clients and families. Educates School Social Workers on cultural and ethical issues involved when working with diverse populations and cultural differences.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Oversees, assists and supports School Social Workers in gaining knowledge of family dynamics and development of effective social work plans. Ensures proper coverage due to illnesses, leaves, retirements and other crises.
2. Supervises Social Workers to ensure that service delivery plans will tie into school's educational plans. Reviews service delivery plans to ensure social worker's provide appropriate information and support to teachers in the curriculum and classroom environment.
3. Provides mentoring and direct oversight for new hires for the first three years of employment. Ensures adequate training and counseling is available to the new staff.
4. Supervises, supports and co-evaluates (with school administrators) school social workers and assistants. Provides conflict resolution, as necessary, for schools and assigned social work staff.
5. Ensures Social Worker Aides (SWA) engage in tasks which lead to improved home/school cooperation through home visits and regular phone calls, in areas such as truancy.
6. Provides monitoring and support to ensure the implementation of appropriate Individual Education Plans (IEP) procedures to be utilized by special education IEP teams.

7. Provides oversight, guidance and training to the school social workers to ensure compliance with state and federal requirements for all IEP evaluation and programming activities. Serves as a case manager for extensive issues.
8. Coordinates with external agencies (Bureau of Child Welfare) to ensure shared resources and knowledge between entities and to provide current data to the schools.
9. Oversees and develops staff development and training activities with assigned mentors, and provides technical support as necessary. Provides alternative methods for school social worker's to deal with internal and external stress.
10. Interprets requirements of Individuals with Disabilities Education Act (IDEA), 504, and applicable state and federal regulations, as well as directives by the Milwaukee Board of School Directors for the school social workers.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General Supervision provided by the Coordinator of School Social Services.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

As a result of the decentralization process, shares supervision of all school social workers with the administrators at assigned schools; supervises approximately 40 social work aides.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a Master's degree in Social Work, certification from the Department of Public Instruction as a social worker and completion of 30 credits in Administrative Leadership, or an administrative license.

Experience Requirements

Incumbent should have at least three years of successful experience as a school social worker or a social worker with youth. Previous public sector experience is desired. Experience in an urban setting is desired.

Knowledge, Skills, and Abilities

Strong oral and written communication skills are required. Knowledge of legislation, standards, policies and procedures within the specialty area is required. Must be able to prepare evaluative reports as necessary. Must be able to interact with school staff, administrators, diagnostic teachers and other Special Education staff as necessary to prepare appropriate materials for each student. Knowledge of the legal mandates of IDEA, ADA, section 504 and other applicable laws is required. Must have knowledge of service delivery procedures. The incumbent should have the ability to lead and train staff and develop performance management goals and plans. The ability to analyze budgetary expenditures and adhere to a final budget is required. Trouble-shooting, problem resolution and multi-tasking skills are necessary. Must be able to work effectively with diverse groups. Knowledge of local agencies that provide social services is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment with occasional travel between locations. *Reasonable accommodations*

requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.