

POSITION DESCRIPTION

TITLE: SPECIAL EDUCATION SOCIAL WORK SERVICES PROVIDER

DATE: 17, September 2001

DATE REVISED:

DIVISION: SPECIAL EDUCATION

POSITION SUMMARY: Assist with, facilitate and provide school-based social work services as needed for disabled students.

SUPERVISION RECEIVED: Special Education Coordinator and/or Principal.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direct crisis intervention services to disabled students.
- Maintain confidentiality/secure case files.
- Participate in evaluations and IEP Teams as appropriate.
- Provide coordination of appropriate inter-agency linkages & communications for disabled students as needed.
- Provide & assist with parent/guardian/surrogate training, assistance and advocacy issues for disabled students.

PERIPHERAL DUTIES: Other related duties as assigned by the Special Education Coordinator and/or school administrator.

DESIRED QUALIFICATIONS:

Education: Bachelor of Arts in Social Work. Prefer Michigan Social Work License.

Experience: Prefer prior experience working with disabled students.

Knowledge: Knowledgeable of individual student goals. Prefer knowledge of Native American Culture.

Skills and Abilities: Ability to communicate effectively verbally and in writing. Ability to work well with all children. Ability to carry out assigned tasks to their completion.

TOOLS AND EQUIPMENT USED: Telephone, personal computer, fax machine, calculator.

PHYSICAL DEMANDS:

Physically and mentally capable to carry out the essential functions necessary to maintain control of possible volatile situations. Remaining calm at all times.

WORK ENVIRONMENT:

The work is performed in an office setting. Noise level is usually moderately quite, pleasant and comfortable with little or no exposure to injury or other health hazards.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____
(Employee)

Date

Signature _____
(Supervisor)

Date

Signature _____
(Director)

Date