



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Coordinator of Social Workers
Payroll/Personnel Type:	12 Month
Job #:	8864
Reports to:	Deputy Superintendent Student Support Services
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Coordinator (Social Work Services) provides overall leadership and coordination of a comprehensive school social work program for the school district. Responsible for policy and protocol development, articulation of program alignment with the strategic director of the district, consultation, collaboration and program development with internal and external stakeholders.

Essential Functions:

- Provide overall leadership and coordination of a comprehensive school social work program for the school district
- Develop, review, analyze and update programs for delivery of school social work services
- Conducts observations and evaluations of social worker and clinical staff
- Conducts observation of Social Worker Programs in collaboration with Principals
- Provide leadership to staff in the formulation and implementation of policies and the administrative regulations including attendance, suicidal ideation and child abuse
- Ensures data related to Social Work services is collected and maintained
- Initiates and maintains liaison with community social work agencies, mental healthcare providers and other key members of the community
- Represents the district and the Student Support Services at meetings and conferences
- Organizes and leads the district crisis team in providing immediate on-site crisis intervention and emotional supports to school students and staff to assist with returning the school to normal operations
- Responds to calls from community members and parents related to identified concerns and resource information
- Prepare and administer the budget of services and coordinates distribution of resources
- Organizes in service training, professional development opportunities and parental/community trainings
- Develop, plan and conduct professional development activities for school social workers
- Provide professional development for school and administrative staff
- Recommend programs or approaches designed to enable students to make appropriate educational and social adjustment
- Recruit, interview and recommend prospective school and social work staff when there are positions open
- Serve on city and state committees as appropriate to support the programs and services offered through Student Support Services
- Collaboratively work with other division offices to cultivate resources within the community
- Serve on district and department committees
- Review and analyze reports, records and directives to obtain data required for planning activities and workflows
- Prepare and submit budget for approval, monitoring expenses to ensure budgetary compliance



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- Perform special projects and other duties as assigned

Knowledge, Skills, and Abilities:

- Strong understanding of school social work practice, ethical issues and standards
- Ability to communicate effectively with students, staff and the public from a diverse cultural, social, economic and educational background
- Ability to work collaboratively with colleagues and contribute to a diverse workplace through ideas and experience
- Expertise in child development, psychopathology, social emotional development, cultural diversity and family systems
- Ability to organize, prioritize and manage work assignments in an efficient manner within established timeframes
- Strong leadership and interpersonal skills with the ability to lead staff and provide direction
- Ability to apply basic principles to solve practical problems

Experience:

- Minimum of five (5) years school related social work experience

Education:

- Master's Degree in Social Work (MSW) from an accredited college or university
- Licensed Clinical Social Worker (LCSW) Preferred

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:
