



**COORDINATOR, SOCIAL WORK SERVICES**

**GENERAL RESPONSIBILITIES**

Under the direction of the Executive Director for Student Support Services, the position is responsible for administering, supervising, coordinating, hiring and evaluating School Social Worker staff including making caseload assignments, professional case consultation, and technical assistance. Provide oversight of the McKinney-Vento Homeless Education program implementation and budget. Serves as VBCPS representative on community groups and committees as requested.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assign staff to schools based on enrollment, at-risk population, and previous referral history.
- Establish dates for monthly staff meetings, arrange for speakers, and prepare agendas.
- Develop, support and maintain guidelines and format for assessments completed for special education evaluations.
- Collaborate with Office of Programs for Exceptional Children staff to support the school social work role on Special Education Committees.
- Develop and maintain budget for School Social Work Services and the McKinney-Vento homeless education grant.
- Meet with staff to review attendance cases and refer to the City Attorney for court intervention.
- Approve requisitions for Social Work Services and the McKinney-Vento Grant.
- Recruit, interview and recommend prospective school social work staff when there are positions open.
- Supervise selection process of graduate level interns.
- Develop, plan and/or conduct professional development activities for school social workers.
- Develop, write and submit grant for McKinney-Vento services on a triennial basis.
- Prepare information for Federal monitoring reviews associated with McKinney-Vento implementation.
- Participate in the Virginia Beach Continuum of Care for homeless services as a school division representative.
- Provide professional development to school and administrative staff as required.
- Serve on City and State committees as appropriate to support the programs and services offered through Student Support Services.
- Work collaboratively with other division offices to cultivate resources within the community that are
- Serve as a representative on the Division Equity Council.
- Collaborate with Student Support Services staff to support the Division Strategic Plan initiatives such as Student Response Teams, Social Emotional Learning, Crisis teams, Mental Health Services and Multi-tiered Systems of Support.
- Complete staff evaluations.
- Hire, supervise and evaluate Office Associates assigned to School Social Work Services.
- Perform administrative duties for staff to include authorizing leave and travel requests.
- Support the role of the school social worker's responsibilities within the Division.
- Perform related work as required.



**KNOWLEDGE, SKILLS, AND ABILITIES**

Must possess a thorough knowledge of school social work versus other practices within the social work profession. Comprehensive understanding of local, state and federal legislation governing the implementation of special education, compulsory attendance and the education of homeless students. Working knowledge of MTSS, mental health practices and social-emotional learning. Ability to communicate effectively both in written prose and verbally with division administrators, parents, teachers and the public. An understanding of child development, systems theory, equity in education, cultural competence and diversity and family systems. Possession of skills required for public speaking and presentations.

**EDUCATION AND EXPERIENCE**

**Required:**

Master of Social Work (MSW) from a Council on Social Work Education (CSWE) accredited program, license from the State Board of Education as a school social worker, and a minimum of five (5) years of school social work experience.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and driving. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.