

East Stroudsburg Area School District
Position Description - Coordinator of Social Services

Division/Department: Pupil Services

Location: District

Job Title: Coordinator of Social Services

Reports to: Director of Pupil Services

Terms of Employment:

- Act 93
- 12 month position
- Salary, work schedule and other conditions of employment in accordance with school district salary schedule, applicable policies, and Act 93 contract.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of the school district.

Qualifications:

- Pennsylvania State Certification as a licensed social worker.
- Successful experience in counseling, family management, or related fields.
- Maintain clearances and trainings as required by state and federal laws.

Primary Function:

To supervise and coordinate the direct and indirect services, serve as an advocate, and assist students/families to gain access to needed resources while addressing their personal, social/emotional and developmental issues.

Essential Functions:

- Counsel students and parents regarding the child's education, available school resources, and the child's progress through school.
- Help parents and students to identify and find ways to overcome barriers to school attendance, achievement, and social functioning.
- Refer families to appropriate community resources for social and health services and assist in their effective use.
- Consult with school personnel about home, neighborhood, and community conditions affecting pupil welfare.
- Supervise and offer in-service training to school personnel on the basic needs of children, classroom relationships, family systems, and conflicting values.
- Consult and collaborate with community representatives and agencies to develop resources to meet the needs of these children and their families.
- Collaborate with community agencies for crisis intervention services.
- Assist in identification of children or groups of children needing preventive social services.
- Assist in the development of preventative social services to occur in the home, school, and community.
- Supervise and provide professional development and parent/community trainings.
- All other duties as assigned by the Director of Pupil Services.

Position Specifications

<p><u>Physical Demands:</u></p> <ul style="list-style-type: none"> • Sitting at desk for extended periods • Standing for limited periods of time • Frequent bending, stooping, twisting, reaching, grasping • Light lifting - up to 65 pounds, with assistance • Frequent carrying - up to 25 pounds • Manual dexterity to use office equipment • Repetitive movement of fingers and hands for keyboarding. <p><u>Sensory Abilities:</u></p> <ul style="list-style-type: none"> • Visual acuity to read correspondence, computer screen • Auditory acuity to be able to use the telephone and greet visitors • Ability to speak clearly and distinctly 	<p><u>Work Environment:</u></p> <p>Any school related activity</p> <p><u>Temperament:</u></p> <ul style="list-style-type: none"> • Ability to work as a member of a team • Must be courteous and able to deal effectively with people • Must be cooperative, congenial and service-oriented • Ability to work in an environment with frequent interruptions. <p><u>Specific Skills:</u></p> <ul style="list-style-type: none"> • Ability to operate office equipment • Ability to use computer technology efficiently • Must be a proficient typist • Must know how to format business correspondence/reports • Must appropriately handle confidential information 	<p><u>Cognitive Ability:</u></p> <ul style="list-style-type: none"> • Ability to follow written and verbal directions • Ability to complete assigned tasks with minimal supervision • Ability to read, write and do advanced computation • Ability to use correct grammar, sentence structure and spelling • Ability to compose clear, concise sentences and paragraphs • Ability to organize office setting to efficiently accomplish tasks • Ability to work independently and make work-related decisions • Ability to exercise good judgment in prioritizing tasks • Ability to communicate effectively <p><u>License:</u></p> <p style="text-align: center;">Valid Driver's License</p>
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East Stroudsburg Property And Confidentiality Requirements:

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of East Stroudsburg Area School District. It may not be used for personal profit or gain and will be relinquished to the East Stroudsburg Area School District upon termination of employment from the East Stroudsburg Area School District.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Adoptions:

Original adoption by the Board of Directors on : 3/19/2018

I, _____, have read and understand the duties and responsibilities as outlined in the above position description.

Employee Signature

Date

East Stroudsburg Area School District is an Equal Opportunity Employment, Educational/Service Organization.