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**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Exceptional Student Education - Social Worker
Reports to: Program Director of ESE

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage as a Visiting Teacher. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To help resolve problems which interfere with students in school and their capacity to enjoy the fullest benefits of the education offered them.

Essential Duties and Responsibilities:

1. Counsel with parents on home situations to improve conditions related to school work, behavior, attendance, and/or interest.
2. Serve as liaison between the school and outside agencies, e.g., HRS, Division of Youth Services, Division of Family Services, Court and Juvenile Division.
3. Assist families in understanding the school and its program, including compulsory school attendance laws.
4. Make home visits for the purpose of gathering helpful information on a student's background.
5. Assist families in making appropriate social agency contact.
6. Serve as liaison between home and school when follow-ups are necessary, e.g., welfare cases, foster home children, disadvantaged students.
7. Assist students in adjusting to school.
8. Participate with other members of the student's personnel team in case conferences and staff meetings.
9. Keep records of cases for use by school staff members and outside agencies when appropriate.
10. Transport students in private vehicles to various locations as approved and/or directed by the immediate supervisor.
11. Abide by all policies of the Okaloosa County School Board.
12. Perform other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten or twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation by the Program Director of ESE in accordance with the Master Contract, local policies, and state law.