

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Special Education Social Worker	Wage/Hour Status:	Exempt
Reports To:	Special Education Coordinator/Director	Pay Grade:	830
Dept./School:	Student Support Services / Itinerant Sped	Date Revised:	03/29/2023

Primary Purpose:

Work with parents, students, and school staff to assist with mental health concerns, behavioral concerns, and positive behavior supports regarding special education students. They provide targeted social and emotional services and behavioral intervention and support to assist with problems that interfere with students' ability to successfully adjust to school and positively optimize the learning process. They will also work to connect parents with outside agencies and wrap around services to positively impact progress of special education students. The Special Education Social Worker will provide parent and in-home training to identify effective strategies to promote positive behavior and generalization of student IEP skills across home and school environments for students.

Qualifications:

Education/Certification:

Master's degree in social work from a Council on Social Work Education (CSWE) accredited program

Valid Texas license as a master social worker (LMSW) granted by the Texas State Board of Social Worker Examiners

Special Knowledge/Skills:

Knowledge of evidence-based intervention strategies for students exhibiting significant social, emotional, and behavior challenges

Knowledge of special education services, special education eligibility, and Individualized Education Plans (IEPs)

Knowledge and skill in casework methods

Strong consultation skills for conferencing with teachers, parents, and students

Knowledge of therapeutic prevention and intervention strategies

Excellent organizational, communication (verbal and written), and interpersonal skills

Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

Knowledge of DMS-5 criteria and diagnoses

Knowledge of the NASW Code of Ethics - identify and resolve ethical issues, using the NASW Code of Ethics as a guide for ethical decision making

Job Title: Special Education Social Worker

Experience:

2 years of experience in social work (preferred)

Experience working with students with disabilities (preferred)

Major Responsibilities and Duties:

Coordinate and integrate school and community resources and refer school staff and parents to community resources where appropriate

Advocate for student services and students' best interests

Attend CRCG's for special education students in Plano ISD

Oversee process and completion of tasks regarding non-ed funds for qualified special education students

Liaison will observe classroom activities and structure in order to support parents in implementing similar procedures and supports at home

Foster positive school and home relationships by initiating practical and effective activities for the purpose of assisting families in management of the student at home

Promote leadership efforts to meet campus and district goals through activities such as collaborating with parents, teachers and students

Work cooperatively with teachers, parents and students to identify and implement appropriate behavior interventions that can be applied across the home and school settings

Collaborate with program staff and other program related services providers to develop IEP's, behavior intervention plans, Student Safety Plans, and support implementation of evidence-based social, emotional, and behavior interventions

Manage administrative and fiscal responsibilities by supervising or directly completing required assessments, report writing, documenting services provided and identifying appropriate district or contracted staff to participate at ARD meetings

Facilitate positive student behaviors through activities such as systemically helping parents, teachers and students develop pro-social behavioral interventions and positive behavioral supports, Functional Behavior Assessments, and Behavior Intervention Plans

Supervise the referral process to evaluate the need for the related services of parent training and in-home training to ensure timelines for services are met

Promote a positive tone for school/community relations by leading parent groups and work collaboratively between home and school

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Job Title: Special Education Social Worker

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district wide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing, and pulling; use of computer and repetitive hand motions; lifting up to 50 pounds; willing and able to restrain/hold/transport and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior

Acknowledgment:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 3/29/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____