



SPED Counselor / Social Worker

Purpose Statement

The job of SPED Counselor / Social Worker is done for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families and conveying information regarding school and/or district activities, procedures and referring families to other agencies.

This job is distinguished from similar jobs by the following characteristics: Provides direct services to students receiving Special Education services and works closely with District Psychologists and other service providers to meet student needs.

This job reports to Director of Special Education or designee

Essential Functions

- Assesses student and family needs (e.g. financial, medical, behavioral, mental, physical, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.
- Consults with parents, teachers, and other school personnel for the purpose of determining causes of and solutions for student problems.
- Counsels students for the purpose of assisting with intervention and support with behavior, school progress, and/or mental or physical handicaps.
- Develops and implements Behavior Intervention Plans with student IEP teams; utilizes effective behavior interventions for the purpose of promoting student success and achievement.
- Documents student progress and record of services; compiles communication logs with parents and IEP team; manages and reports on Medicaid services and data for the purpose of maintaining accurate records of services and communication.
- Documents services and student progress in student's special education files for the purpose of complying with federal, state, and district policies and procedures.
- Identifies present levels of student performance (e.g. strengths, weaknesses, academic and social progress, etc.) for the purpose of contributing to the development and evaluation of IEP services.
- Lead group or individual counseling sessions as assigned for the purpose of enhancing social development of individual members.
- Maintains a variety of electronic and print case records for the purpose of documenting activities and complying with mandated requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Provides approved IEP and intervention services for the purpose of ensuring FAPE for identified students.
- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing student needs and changing unproductive behavior.
- Responds to inquiries for the purpose of providing information on district support services and/or educational programs.

- Serves as a consultant to school personnel for the purpose of mediating and resolving issues not referred to outside agencies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; classifying data and/or information; facilitating meetings; preparing and maintaining accurate records; fluent in writing, reading, and communication in English language; Spanish language abilities preferred; provide age-appropriate mental health counseling; effective therapy techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; cultural differences of student population; keyboarding; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; stages of child development; special education laws and guidelines; current research/ best practices for social emotional student needs, including students with disabilities.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with persons of diverse backgrounds; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; driving a vehicle between multiple locations; establish quick rapport and collaboration with students, parents and employees.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

State of Utah Teaching License
 Driver's License & Evidence of Insurability
 Master's Degree and appropriate USBE Licensure

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
 Appropriate work visa or US Citizenship

FLSA Status

Approval Date

Salary Grade

