



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Coordinator IV
Social Worker #5092
Special Education

SALARY PLACEMENT: Management Salary Schedule
Range 14

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in Social work. Experience working in a related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in a related field. Experience in an educational setting with an emphasis in early childhood education, birth to three.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the IFSP process including federal and state laws. Ability to work with various agencies for program development, family recruitment and execution of services. Knowledge of developmental disabilities and handicapping conditions, amelioration and treatment of and appropriate service delivery providers. Knowledge of typical and atypical child development. Family systems, addiction and adult mental health issues as they relate to child development and parenting and appropriate community referral agencies. Knowledge of education laws, codes and regulations. Current assessment practices for infants and toddlers, Individual Family Service Plan Development and Implementation. Knowledge of laws regarding child abuse reporting. Behavior management techniques, learning theories and parenting skills. Ability to provide counseling and guidance services to students and families, communicate effectively orally and in writing. Ability to work effectively with students, parents, a wide variety of professionals, and various community and educational agencies; respond promptly to requests of internal and external service providers (providing them needed direction, assistance, training, and materials related to Early Start and early intervention best practices). Ability to observe, consult, and assist regular education teachers in planning and implementing individual family service plans.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Special Education Director II and Special Education Division Director, the Coordinator IV, Social Worker will provide leadership and support to services for students with solely low incident disabilities for the birth to three population. Develop positive inter-agency relationships and effective methods of program coordination.

Prepare program evaluations (i.e., the Coordinated Compliance Reviews) as they relate to infants and toddlers residing their districts. Generate Microsoft word documents, Excel reports and Power Point presentations.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare monthly and annual reports as needed for program.
12. Oversee and manage budgets.
13. Assist with interpretation of child/family eligibility and programmatic issues.
14. Inform providers, parents, and community agencies about the need for child care service agencies regarding program activities, procedures and problem areas.
15. Conduct developmental assessments of enrolled children.
16. Refers families to needed community services.
17. Contribute to the development of printed materials including newsletters, flyers, and brochures.
18. Develop and schedule lectures and workshops on child care and development issues for parents, providers, and community agencies and organizations.
19. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.