

JOB TITLE  
COORDINATOR  
FAMILY RESOURCE/YOUTH  
SERVICE CENTER

DIVISION  
DISTRICTWIDE INSTRUCTIONAL  
PROGRAMS

REPORTS TO  
PRINCIPAL/DIRECTOR

SALARY SCHEDULE & GRADE  
II, GRADE 6

LENGTH OF WORK YEAR  
230 PLUS EXTENDED DAYS

DATE  
JULY 12, 2004  
MARCH 2017

### SCOPE OF RESPONSIBILITIES

Family Resource Youth Services Centers Coordinator (FRYSC) serve children under school age, elementary, middle and high school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Elementary core components include full-time preschool child care for children two (2) and three (3) years of age, after school child care for children ages four (4) through twelve (12), families in training, family literacy and health services and referrals. Middle and high school core components include referrals to health and social services, career exploration and development, summer and part-time job development for high school students, substance abuse education and counseling, and family crisis and mental health counseling.

### PERFORMANCE RESPONSIBILITIES

1. ~~Develops, reviews monitors and updates a program and service delivery for a center based on participant needs assessment--~~ implementation of the Continuation Program plan.
2. Recruits, develops and ~~provides community services~~ maintains active involvement with community services and acts as a liaison to business and community resources.
3. ~~Develops, coordinates and facilitates training program for staff (paid and volunteer).~~ Utilizes current needs assessment, including a process for identifying the needs of students and families
4. Assures compliance with any federal, state, local, and district regulations, deadlines, and requirements (e.g. grant, budget, activity components, assurances, individual interventions and purchasing).
5. ~~Evaluates and monitors effectiveness of program components and center staff.~~ Maintains communication with school community leadership, Family Resource Youth Services Centers Advisory and School Based Decision Making Councils.
6. Seeks funding sources. Provides resources and referrals to students, families, and staff.
7. ~~Maintains contact with and acts as liaison to business and community resources.~~ Attends monthly district/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute).  
~~Duties may include performance of health services, for which training will be provided.~~
8. Participates in twenty-four (24) hours of training approved by the FRYSC Training Council and addresses components of the approved FRYSC Continuation Program Plan and/or the school or district goals.
9. Performs other duties as assigned by Principal and/or the Director (as it relates to the implementation of the FRYSC Continuation Program Plan and/or the school or district goals).

### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

### MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Successful experience with business/community agencies/resources
3. Successful experience working with children, youth and adults from diverse backgrounds
4. Valid driver's license

### DESIRABLE QUALIFICATIONS

1. Training in counseling social work
2. Master's Degree in human services related field



NEW:  
08/22/17

JOB TITLE:	COORDINATOR FAMILY RESOURCE CENTER
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	230 PLUS EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8251
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Family Resource Center Coordinators (FRC) serve children under school age and in elementary school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Develops and maintains contact with business and community representatives to enhance students' ability to succeed in school by developing and sustaining partnerships that promote early learning and successful transition to school, academic achievement and well-being, and graduation and transition into adult life.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, reviews, monitors, and updates implementation of the Continuation Program plan.

Maintains active involvement with community services, and acts as a liaison to business and community resources.

Utilizes current needs assessment, including a process for identifying the needs of students and families.

Assures compliance with any federal, state; local, and district regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing).

Maintains communication with school community, leadership, Family Resource Youth Services Center Advisory and School Based Decision Making councils.

Provides resources and referrals to students, families, and staff.

Attends monthly district/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute).

Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or district goals.

Performs other duties as assigned by Principal and/or the Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience with business/community agencies/resources

Successful experience working with youth and adults from diverse backgrounds

Valid driver's license

#### DESIRABLE QUALIFICATIONS

Training in counseling social work

Master's Degree in human services related field



REVISED:  
08/22/17

JOB TITLE:	COORDINATOR FAMILY RESOURCE/YOUTH SERVICES CENTER (FRYSC)
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	230 PLUS EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Family Resource Youth Services Centers Coordinator (FRYSC) serve children under school age, elementary, middle and high school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Elementary core components include full-time preschool child care for children two (2) and three (3) years of age, after school child care for children ages four (4) through twelve (12), families in training, family literacy and health services and referrals. Middle and high school core components include referrals to health and social services, career exploration and development, summer and part-time job development for high school students, substance abuse education and counseling, and family crisis and mental health counseling.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, reviews, monitors, and updates implementation of the Continuation Program plan.

Maintains active involvement with community services, and acts as a liaison to business and community resources.

Utilizes current needs assessment, including a process for identifying the needs of students and families.

Assures compliance with any federal, state, local, and district regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing).

Maintains communication with school community, school leadership, Family Resource Youth Services Center Advisory council and School Based Decision Making council.

Provides resources and referrals to students, families, and staff.

Attends monthly district/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute).

Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or district goals.

Performs other duties as assigned by Principal and/or the Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience with business/community agencies/resources

Successful experience working with youth and adults from diverse backgrounds

Valid driver's license

#### DESIRABLE QUALIFICATIONS

Training in counseling social work

Master's Degree in human services related field



NEW:  
08/22/17

JOB TITLE:	COORDINATOR YOUTH SERVICES CENTER
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	230 PLUS EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8250
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Youth Services Centers Coordinators serve students in middle and high school. Assumes responsibility for development and coordination of programs and services determined by the needs of the population being served, available resources, location and other local characteristics. Develops and maintains contact with business and community representatives to enhance students' ability to succeed in school by developing and sustaining partnerships that promote early learning and successful transition to school, academic achievement and well-being, and graduation and transition into adult life.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, reviews, monitors, and updates implementation of the Continuation Program plan.
Maintains active involvement with community services, and acts as a liaison to business and community resources.
Utilizes current needs assessment, including a process for identifying the needs of students and families.
Assures compliance with any federal, state, local, and district regulations, deadlines, and requirements (e.g. grant, budget, action components, assurances, individual interventions, and purchasing).
Maintains communication with school community, leadership, Family Resource Youth Services Center Advisory and School Based Decision Making councils.
Provides resources and referrals to students, families, and staff.
Attends monthly district/regional professional development and state mandated trainings (i.e. Victory Over Violence, Fall Institute).
Participates in twenty-four (24) hours of training approved by the FRYSC Training Council, and addresses components of the approved FRYSC Continuation Program Plan and/or the school or district goals.
Performs other duties as assigned by Principal and/or the Director as it relates to the implementation of the FRYSC Core Components and Continuation Program Plan.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree
Successful experience with business/community agencies/resources
Successful experience working with youth and adults from diverse backgrounds
Valid driver's license

#### DESIRABLE QUALIFICATIONS

Training in counseling social work
Master's Degree in human services related field



NEW:  
08/22/17

JOB TITLE:	COORDINATOR ECE - BEHAVIOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgement to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to the coordination of ECE referrals, enrollments and other matters concerning discipline and behavior of ECE students K-12.

Develops and establishes systems and supports for schools and ECE students when behavior concerns and consequences arise.

Serves as liaison with other units and departments or outside agencies as required.

Serves as a first responder for schools needing support with an ECE student manifesting patterns of unacceptable behavior.

Coordinates Student Relations ECE placement staff to ensure timely scheduling of ARCs and other necessary meetings.

Supervises ECE behavior staff and directs their support to schools when and where necessary.

Communicates effectively with all district staff, local school staff and community in both verbal and written form, builds consensus among diverse groups, establishes and maintains productive working relationships with others and builds a vision for the department that is effectively articulated.

Monitors and evaluates efficiency of programs and departments.

Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.

Performs other duties as assigned by supervisor.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

#### MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Department of Education certification in Administration and Supervision.

Kentucky Department of Education certification in Special Education.

Five (5) years successful teaching experience in special education or equivalent professional experience.

Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children.

Demonstrated ability to work cooperatively in a team situation.

Demonstrated decision-making abilities.

#### DESIRABLE QUALIFICATIONS

Certification and training in regular education

Successful administrative, supervisory and/or consultant experience in special education

Educational mediation or arbitration training

JOB TITLE  
OUTREACH WORKER  
TEENAGE PARENT PROGRAM<sup>1</sup>

DIVISION  
DISTRICTWIDE INSTRUCTIONAL  
PROGRAMS

REPORTS TO  
COORDINATOR TAPP  
PROGRAMS

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OR WORK YEAR  
200 DAYS

DATE  
~~JULY 12, 2004~~  
AUGUST 22, 2017

SCOPE OF RESPONSIBILITIES

Provides assistance to Family Programs department in the provision of school-related social services. Provides a communication link between TAPP and the community.

PERFORMANCE RESPONSIBILITIES

1. Works cooperatively as a team member to facilitate the successful daily operation of the school.
2. Assists in the planning and implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel.
3. Facilitates student group discussions.
4. Makes home visits and telephone calls regarding student attendance.
5. Provides supportive services to students to prevent dropout.
6. Maintains accurate documentation, case folders and confidential information.
7. Performs other duties as assigned by ~~Coordinator TAPP Programs and/or Assistant Principal~~. **Principal**

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. High School diploma
2. Two (2) years successful experience making home visits
3. Good interpersonal skills
4. Willingness to work flexible hours
5. **Must obtain/maintain** Valid Commercial Driver's License **as contingency for continued employment.**

DESIRABLE QUALIFICATIONS

1. Experience working with families involved in teen pregnancy

070412  
06113-09-050

---

<sup>1</sup> This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



REVISED:  
08/22/2017

JOB TITLE:	OUTREACH WORKER TEENAGE PARENT PROGRAM
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8314
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Provides assistance to Family Programs department in the provision of school-related social services. Provides a communication link between TAPP and the community.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works cooperatively as a team member to facilitate the successful daily operation of the school.

Assists in the planning and implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel.

Facilitates student group discussions

Makes home visits and telephone calls regarding student attendance

Provides supportive services to students to prevent dropout.

Maintains accurate documentation, case folders, and confidential information.

Performs other duties as assigned by Principal

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work, at times, requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

High School Diploma

Two (2) years successful experience making home visits

Good interpersonal skills

Willingness to work flexible hours

Must obtain/maintain Valid Commercial Driver's License as contingency for continued employment.

#### DESIRABLE QUALIFICATIONS

Experience working with families involved in teen pregnancy

This position may be categorically funded and re employment subject to periodic review based on availability of funds and continued need for the project.





NEW REVISED:

07/01/17

08/22/17

JOB TITLE:	SOCIAL WORKER FOSTER CARE / HOMELESS SUPPORT
DIVISION:	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4171
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Implements and maintains foster care system mandates ~~and/or social services delivery to foster care and homeless students under the leadership and supervision of appropriate district administration~~ ~~and coordinates with appropriate district personnel~~. Identifies and addresses pupil difficulties ~~and barriers for~~ with students and parents. May function as a member of JCPS crisis team to respond during critical situations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements and maintains foster care system mandates ~~and/or homeless identification process~~, and coordinates with appropriate district personnel.

Maintains regular contact with local staffs, agencies, personnel, court workers, doctors, lawyers, parents and pupils

~~Provides case management by~~ establishes individual plans with other school personnel to gather information to better address specific needs for the child

Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referrals from courts, principals, lawyers, and other personnel ~~to promote school stability~~.

To serve as a member of an internal committee that focuses on the needs of the child

Works with individual pupils toward correction of certain personal, social, and emotional maladjustments

Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils problems

Utilized planned consultation with the school district and represented community agencies ~~including {foster care} and the Coalition for the Homeless, along with others~~, within the court system to identify individual children, families, and foster parents in need of services not currently offered and to work collaboratively with these entities to create services

Function as a member Jefferson County Public schools, crisis team to respond to ~~schools~~ locations during critical situations that affect foster ~~and homeless~~ students, staff, parents, etc. of the community

~~Provides psycho-educational group services for students and parents in facing emotional issues.~~

~~Provide professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth~~

Performs other duties as assigned by the Chief Equity Officer

#### PHYSICAL DEMANDS

The work is active in that the employee will meet, visit, and work with a variety of community members throughout the course of a week. The work requires that the employee has Kentucky driver's license.

#### MINIMUM QUALIFICATIONS

Master's Degree in Social work (MSW)

Kentucky certification in public school social work ~~or equivalent clinical social work licensure~~

Five (5) or more successful years of social work experience

Valid driver's license and the ability to travel to various work locations

#### DESIRABLE QUALIFICATIONS

High degree of dedication to the profession of school social work

Knowledge of community resources

Knowledge of the functionality of the court system as it relates to Foster Care ~~and/or Homeless Support~~





REVISED:  
08/22/17

JOB TITLE:	SOCIAL WORKER FOSTER CARE / HOMELESS SUPPORT
DIVISION:	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4171
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Implements and maintains foster care system mandates and/or social services delivery to foster care and homeless students under the leadership and supervision of appropriate district administration. Identifies and addresses pupil difficulties and barriers for students and parents. May function as a member of JCPS crisis team to respond during critical situations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements and maintains foster care system mandates and/or homeless identification process, and coordinates with appropriate district personnel.

Maintains regular contact with local staffs, agencies, personnel, court workers, doctors, lawyers, parents and pupils

Provides case management by establishing individual plans with other school personnel to gather information to better address specific needs for the child

Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referrals from courts, principals, lawyers, and other personnel to promote school stability.

To serve as a member of an internal committee that focuses on the needs of the child

Works with individual pupils toward correction of certain personal, social, and emotional maladjustments

Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils problems

Utilized planned consultation with the school district and represented community agencies including foster care and the Coalition for the Homeless, along with others, within the court system to identify individual children, families, and foster parents in need of services not currently offered and to work collaboratively with these entities to create services

Function as a member Jefferson County Public schools, crisis team to respond to locations during critical situations that affect foster and homeless students, staff, parents, etc. of the community

Provides psycho-educational group services for students and parents in facing emotional issues.

Provide professional learning and awareness opportunities for school personnel on the issues and strategies to reach foster care, runaway, and homeless youth

Performs other duties as assigned by the Chief Equity Officer

#### PHYSICAL DEMANDS

The work is active in that the employee will meet, visit, and work with a variety of community members throughout the course of a week. The work requires that the employee has Kentucky driver's license.

#### MINIMUM QUALIFICATIONS

Master's Degree in Social work (MSW)

Kentucky certification in public school social work or equivalent clinical social work licensure

Five (5) or more successful years of social work experience

Valid driver's license and the ability to travel to various work locations

#### DESIRABLE QUALIFICATIONS

High degree of dedication to the profession of school social work

Knowledge of community resources

Knowledge of the functionality of the court system as it relates to Foster Care and/or Homeless Support

REVISED  
NOVEMBER 24, 2014  
AUGUST 22, 2017



JOB TITLE	SOCIAL WORKER – PUPIL PERSONNEL		
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION		
SALARY SCHEDULE	III		
WORK YEAR	187 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	DIRECTOR PUPIL PERSONNEL		
SUPERVISES	N/A		

#### SCOPE OF RESPONSIBILITIES

Implements and maintains social services **mandates**, delivery and coordination **of services** to pupils of the district. Maintains regular contact with local staff, agency personnel, court workers, doctors, lawyers, parents and pupils. Exercises no supervision of other positions

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referral by ~~teachers, Principals, counselors and other personnel~~ **local school staff, central office staff, and/or community agencies**

~~To service as a member of the~~ **Participates with** Neighborhood Place interdisciplinary team **and other community agencies** to identify ~~resources of the school district and represented agencies to address family problems and develop~~ appropriately planned social service interventions; ~~which would service as a liaison between home, school and community and act as an advocate for children~~ **individual children and families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services or provide interventions/supports.**

Collaborates and consults with other school personnel to gather information and establish a plan for modification of pupils' specific problems and agency personnel

Works with individual pupils toward correction of certain personal, social and emotional maladjustments

Works with parents, **custodial guardians, foster care parents and court appointed designees** to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupils' problems

~~Utilize planned consultation with the school district and represented community agencies within the Neighborhood Place to identify individual children families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services~~ **Serve as a member of internal committees which focus on the needs of pupils.**

Function as a member of the Jefferson County Public Schools' crisis team to respond to schools during critical situations that affect students, staff, **and parents/guardians** of the community

~~Provide psycho-educational group services for students or parents in facing emotional issues i.e., death, divorce, alcohol and drug abuse, self-esteem, etc~~

Performs other duties as assigned by the ~~Director Pupil Personnel~~ **designated supervisor**

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lights weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment **The work is active in that the employee will meet, visit, and work with a variety of schools, students, and community members throughout the course of a week. The work involves the driving of automotive equipment.**

#### MINIMUM QUALIFICATIONS

Master's Degree in social work (MSW)

Kentucky certification in public school social work

**Three (3) or more successful years of social work experience**

**Valid Driver's License and the ability to travel to various work locations**

#### DESIRABLE QUALIFICATIONS

High degree of dedication to the profession of school social work; self-management; maturity; flexibility

Knowledge of community resources **and functionality of family court system, as it relates to foster care, educational**

neglect, and students protected by McKinney-Vento Homeless Education Act.

Demonstrated expertise in working with students, parents, school personnel and community members of varying goals and cultural backgrounds



REVISED:  
08/22/17

JOB TITLE:	SOCIAL WORKER – PUPIL PERSONNEL
DIVISION:	DATA MANAGEMENT, PLANNING, AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4170
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Implements and maintains social services mandates, delivery, and coordination of services to pupils of the district. Maintains regular contact with local staff, agency personnel, court workers, doctors, lawyers, parents, and pupils. Exercises no supervision of other positions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referral by local school staff, central office staff, and/or community agencies.

Participates with Neighborhood Place team and other community agencies within the Neighborhood Place to identify individual children and families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services or provide interventions/supports.

Collaborates and consults with other school personnel to gather information and establish a plan for modification of pupils' specific problems and agency personnel.

Works with individual pupils towards correction of certain personal, social, and emotional maladjustments.

Works with parents, custodial guardians, foster care parents, and court appointed designees to help increase their understanding and constructive participation in appropriate efforts to alleviate pupils' problems.

To serve as a member of internal committees which focuses on the needs of pupils.

Function as a member of the Jefferson County Public Schools' crisis team to respond to schools during critical situations that affect students, staff, and parents/guardians of the community.

Performs other duties as assigned by the designated supervisor.

#### PHYSICAL DEMANDS

The work is active in that the employee will meet, visit, and work with a variety of schools, students, and community members throughout the course of a week. The work involves the driving of automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's Degree in Social Work (MSW)

Kentucky certification in public school social work

Three (3) or more successful years of social work experience

Valid driver's license and the ability to travel to various work locations

#### DESIRABLE QUALIFICATIONS

High degree of dedication to the profession of school social work; self-management; maturity; flexibility.

Knowledge of community resources and functionality of family court system, as it relates to foster care, educational neglect, and students protected by McKinney-Vento Homeless Education Act.

Demonstrated expertise in working with students, parents, school personnel and community members of varying goals and cultural backgrounds.