

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, School Based Intervention**

**Purpose Statement**

The job of Project Specialist, School Based Intervention, assists with the implementation of social-emotional mental health support services to County Office of Education (COE) operated programs in San Diego County; and provides instruction, supervision, and support to the field placement and professional development of assigned social work interns to meet the social-emotional/mental health concerns and challenges in COE Programs.

---

**Essential Functions**

- Provides instruction, supervision, and support to the field placements of university-sponsored social work interns, who are providing social needs and mental health supports in COE programs in San Diego County.
- Collaborates with educators and school-site personnel by providing ongoing consultation and trainings to COE programs in the area of school social work and social emotional services.
- Assists with completion of and compliance with all university agreements and contracts related to field placement for social work interns at the County Office of Education.
- Provides summative and observational evaluations of social work interns to ensure high quality services and optimum use of school social work knowledge and skills.
- Organizes program activities for social work interns placed through the County Office of Education.
- Evaluates social work interns for credential and graduation requirements according to university and state guidelines.
- Coordinates program components, support needs and materials (e.g. Project A.W.A.R.E., MANO/MANO parent education, etc.) for the purpose of delivering services which conform to established guidelines.
- Assists in updating program materials and services with current information to support best practices and effective social work services to effectively meet the social emotional needs of students and families.
- Works collaboratively with Student Services and Programs to align resources for maximum impact.
- Displays ethical and professional behavior in working with interns, program staff, school personnel and outside agencies associated with the County Office of Education.
- Collects and maintains program records as required.
- Supports assigned administrator for the purpose of performing research and/or routine administrative functions for special projects as requested.

**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 required include planning and managing projects; preparing and maintaining accurate records; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; facilitating meetings; planning agendas/meetings; operating standard office equipment, including using a variety of software applications.

KNOWLEDGE required of laws and regulations governing social work practice; current and research-based practices of program development, administration and evaluation methods.

ABILITY is required to work with a diversity of individuals and/or groups; to gather, collate, and/or classify data; to independently work with others in a wide variety of circumstances; and operate equipment using standardized methods. Independent problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing services in a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

Office setting. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Three (3) years of experience serving in educational settings providing social-emotional/mental health support required. Experience with field instruction/supervision of social work interns, including developing and monitoring programs preferred.

**Education:** Masters degree in social work.

**Equivalency:** Any combination of education and experience equivalent to possession of a master's degree in social work and three (3) years of experience serving in educational settings providing social-emotional/mental health support required. Experience with field instruction/supervision of social work interns, including developing and monitoring programs preferred.

### **Required Testing**

N/A

### **Certificates**

CA Pupil Personnel Services Credential in School Social Work  
Valid CA Driver's License and Evidence of Insurability

### **Continuing Educ./Training**

N/A

### **Clearances**

Criminal Background Clearance

Criminal Justice Fingerprint/Background  
Clearance  
Drug Test  
Proof of physical examination including TB  
Screen

FLSA State: Exempt

Salary Range: Certificated Management Grade 35, 214 days