

**Supervisor of School Social Work  
and Dropout Prevention  
New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Dept: Student Support Services**

**TITLE: Supervisor of School Social Work and Dropout Prevention**

- QUALIFICATIONS:**
1. Master's degree in School Social Work or a related area from an accredited educational institution.
  2. Minimum of nine years' experience working with school staff and at-risk students.
  3. Professional educator license.

**REPORTS TO:** Director of Student Support Services

**JOB GOAL:** Perform a variety of supervisory and administrative tasks in developing, implementing and monitoring effective Dropout Prevention and School Social Work Services Programs. Employee is responsible for leading programs and services that promote the maximum development of all students by prevention and or alleviation of problems that interfere with the tasks of learning. Employee represents the district on various committees. Employee works closely with community groups, school personnel, and parent groups to enhance services offered. Employee serves as the district's McKinney Vento Liaison performing a variety of tasks related to monitoring and operation of McKinney Vento services. Reports to the Director of Student Support Services.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules, regulations, and procedures as required by the department of Student Services; ensure staff follows departmental procedures and New Hanover County Schools' policies in accordance with local, state and federal guidelines.
2. Assists in goal setting and implementation of a comprehensive school social work program for Pre-K through twelfth grade students that is developmentally appropriate and prevention focused.
3. Plans and facilitates professional development for school social workers, graduation coaches, school-based McKinney Vento Liaisons, and administrators; conducts parent and community workshops when requested.
4. Provides programmatic guidelines and consultation to School Social Workers/Administrators, school staff and individuals in the community on matters such as child abuse/neglect, attendance, McKinney Vento and social services issues in accordance with NCDPI directives. Initiates special projects to support dropout prevention programs.

5. Collects and analyzes department data relevant to supporting the effective use of school social work services to better meet the needs of students, families, and schools. Maintains various records and files; creates reports as requested.
6. Assesses the needs of the community; plans and develops programs according to school system goals and service needs; assists staff in effectively implementing programs; monitors the overall effectiveness of programs; makes changes as necessary.
7. Ensures that children and youth experiencing homelessness are identified by school personnel through outreach and coordination activities with other entities and agencies.
8. Interprets laws relating to homeless students (McKinney Vento Act) and ensures the delivery of mandated services.
9. Identifies community resources to assist in meeting the needs of students and their families experiencing homelessness.
10. Coordinates district dropout prevention efforts and directs other initiatives that promote graduation.
11. Collects district McKinney Vento and dropout data for federal, state and local reporting, and continually monitors for accuracy.
12. Provides consultation to school personnel in analyzing and utilizing data to problem solve for interventions and strategies for students identified as at risk of dropping out.
13. Represent New Hanover County Schools/ Student Support Services as a liaison for varied community initiatives, establish and maintain positive, cooperative relationships with community partners and co-facilitate quality services for students.
14. Collaborate with other departments and serve on interdepartmental committees.
15. Commit to on-going professional growth and competency in areas of responsibility.
16. Supervise the Bullying, Harassment and Discrimination program including investigations, student curriculum, and staff PD.
17. Collect and analyze bullying data to inform curriculum and professional development.
18. Perform other duties and responsibilities as requested by the director.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

**Terms of Employment:** Twelve-month work year/FLSA Exempt

**Starting Salary and/or Grade:** Exempt SA II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing with school personnel, employees, teachers, and central office staff.
- Ability to establish and maintain effective working relationships.
- Considerable knowledge of federal, state, and local policies and guidelines regarding dropout prevention.
- Considerable knowledge of dropout intervention best practices.
- Considerable knowledge of federal, state, and local policies and guidelines regarding the reporting of school discipline incidents.
- Ability to comply with confidentiality requirements and ethical guidelines in local, state and federal policies and statutes.
- Functional knowledge of computers and computer-based management systems, including Microsoft Office Professional software, and online management systems.
- Ability to design, develop, and implement short-term and long-term projects.  
Ability to manage multiple tasks.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.