Program Specialist, Social Work Services

Purpose Statement
The job of Program Specialist, Social Work Services, organizes the implementation of social-emotional mental health support services to school districts and COE operated programs in San Diego County; and facilitates field placement and professional development of assigned social work interns to meet the social-emotional/mental health concerns and challenges in school districts.

Diversity Statement:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one’s actions and the resulting impact.

Essential Functions
• Develops and delivers professional learning opportunities regarding social-emotional supports to educators and school-site personnel in small school districts and COE programs throughout San Diego County.
• Reviews current COE services and materials regarding social-emotional learning and supports for the purpose of tracking outcomes and making recommendations for program improvement and planning, including reviewing data, need assessments, and district profiles.
• Collaborates with educators and school-site personnel by providing ongoing consultation and trainings to small school districts and COE programs in the area of school social work and social emotional services.
• Supervises the field placements of university-sponsored social work interns, who are providing social needs and mental health supports in small school districts and COE programs in San Diego County.
• Ensures 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.
• Leads the formulation of guidelines, policies, and procedures for a field placement program for social work interns through collaboration with participating universities, faculty, and administrative staff.
• 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.
• Researches and updates 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.

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

Knowledge and Abilities

KNOWLEDGE OF:
Required of laws and regulations governing social work practice;
Current and research-based practices of program development, administration and evaluation methods.

ABILITY TO:
Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;
Practice cultural competency while working collaboratively with diverse groups and individuals;
Work with a diversity of individuals and/or groups;
Gather, collate, and/or classify data;
Independently work with others in a wide variety of circumstances;
Operate equipment using standardized methods;
Analyze issues and create action plans;
Communicate with diverse groups and individuals;
Meet deadlines and schedules;
Set priorities;
Work as part of a team;
Work with detailed information/data.

Working Environment

ENVIRONMENT:
Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:
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 sitting, walking, and standing. The job is performed in a generally hazard free environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.
**Education and Experience**

**Education**  
A Masters degree in social work; and

**Experience**  
Three (3) years of demonstrated successful experience in the development, implementation and evaluation of school social work programs, including supervising social work interns; or

**Equivalency**  
Any combination of education and experience equivalent to a master’s degree in social work and three (3) years of demonstrated successful experience in the development, implementation and evaluation of school social work programs, including supervising social work interns.

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

Valid CA Pupil Personnel Services  
Credential in School Social Work

Valid CA Driver's License

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

**FLSA State:**  
Exempt

**Salary Grade:**  
Certificated Management, Grade 040

**Date Approved:**  
June 2017

**Approved by:**  
Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services

**Revised:**  
06/2023