

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

**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.

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**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. Yofanda Rogers, assistant superintendent  
Human Resources Services

Revised: 06/2023