

School Social Worker Team Leader
Job Description

TITLE: School Social Worker Team Leader

QUALIFICATIONS: Type 73 Illinois Certificate as a School Social Worker

REPORTS TO: Director of Special Education, Assistant Director and/or Coordinators.

FUNCTION: To provide structure and organization for the social work team while enhancing professional growth.
To model professionalism during team meetings which develops a safe and trusting environment.
To facilitate team building by valuing the differences and focusing on individual strength.

RESPONSIBILITIES:

A. Team Meetings

1. Sets agenda for team meetings.
2. Facilitates team meetings.
3. Contacts speakers for team meetings.
4. Arranges for CEU's and advertises in surrounding areas.
5. Sets up a phone tree or e-mail list for cancellation of team meetings.

B. Communication

1. Serves as liaison between Special Education Director, Coop staff members and Social Work Team.
2. Acts as initial point of contact for issues related to social work team.
3. Updates social work team on best practices that effect them.
4. Provides information regarding current community resources, articles, referrals, and continuing professional education.

C. Education

1. Maintains availability for peer consultation.
2. Demonstrates awareness of diagnostic tools, therapeutic interventions, and assessments.
3. Serves as liaison for internship programs.

D. Miscellaneous

1. Purchases supplies

2. Other duties as assigned.

EVALUATION: Formal year-end evaluations by peers and Director, with copies given to the social work Team Leader and to the Director. The purpose of the evaluations will be professional growth for the Team Leader.