

Indicators of Performance  
School Social Worker Team Leader

A. Team Meetings

- 1.01 Set and facilitate agenda for team meetings.
- 1.02 Contact speakers for team meetings
- 1.03 Arrange for CEU's and advertise in surrounding areas.
- 1.04 Set up a phone tree for cancellation of team meetings.

B. Communication

- 1.01 Liaison between Special Education Director, Coop personnel and Social Work Team.
- 1.02 Initial point of contact for issues related to social work team.
- 1.03 Update social work team on best practices that effect them.
- 1.04 Provide information regarding current community resources, articles, referrals, and continuing professional education.

C. Education

- 1.01 Available for peer consultation.
- 1.02 Awareness of diagnostic tools, therapeutic intervention, and assessments.
- 1.03 Liaison for internship programs

D. Miscellaneous

- 1.01 Purchase supplies
- 1.02 Perform other duties as assigned.

**EVALUATION:** Formal and informal observation, field evaluations and conferences shall occur as needed or desired by the professional staff member or Director, Assistant Director and Coordinator and shall be an on-going process.