

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
PROGRAM SUPERVISOR – PREVENTION SERVICES**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Coordinator II – Prevention Services

ESSENTIAL FUNCTIONS:

1. Consult and collaborate with school personnel to promote a school environment responsive to the needs of children; provide in-service training services to school staff on positive behavioral interventions, evidence-based interventions, and other best practices.
2. Provide training for School Social Workers and Masters in Social Work Interns in how to conduct individual, group, and family counseling sessions.
3. Coordinate and facilitate parent engagement activities.
4. Provide training for School Social Workers and Masters in Social Work Interns in how to conduct bio-psycho-social assessments and diagnosis of behavior; create intervention plans for behavioral support.
5. Provide training for School Social Workers and Masters in Social Work Interns in how to provide crisis intervention and family consultation services.
6. Provide training for parents such as Parent Project or other training on parenting and behavior management.
7. Identify and develop programs and activities to address situations adversely affecting the personal, socio-emotional, and academic development of the students.
8. Work as part of the team to support school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that improves academic and social behavior outcomes for all students, such as, Positive Behavior Interventions & Supports (PBIS).
9. Coordinate and facilitate youth development activities.
10. Provide field supervision for School Social Work Interns and apprentices in the implementation of micro, mezzo, and macro evidence-based practices.
11. Supervise and evaluate assigned staff.
12. Maintain records for the purpose of documenting activities and complying with mandated requirements, including but not limited to case management records.
13. Maintain confidentiality of information for the purpose of meeting privacy requirements.
14. Prepare reports, documents, and other written materials for the purposes of documenting activities, providing written references, and/or conveying information.

15. Support and/or participate in school multi-disciplinary teams.
16. Conduct home visits as needed.
17. Act as a community liaison with social service agencies and community networks.
18. Make appropriate referrals to mental health, social services, and other community agencies as needed.
19. Serve foster youth in a support role; make contact with foster youth; monitor school adjustment and progress.
20. Perform all related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to express oneself effectively in public, in conferences, and in written materials.
2. Ability to work harmoniously and effectively with student, parents, community members, and school staff.
3. Ability to work with a diverse population.
4. Ability to meet schedules and timelines.
5. Work independently with little direction.
6. Maintain confidentiality and use discretion.
7. Speak and understand Spanish preferred, but not required.
8. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
9. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Experience providing case management, facilitating groups, and counseling in a school setting.
2. Knowledge of Education Codes.
3. Knowledge of local, regional, and statewide resources.
4. Maintain accurate records and reports.
5. Knowledge and experience with computers, including but not limited to: word processing, power point, databases and internet access.

6. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Master's degree in Social Work from an accredited college or university required.
2. Pupil Personnel Services Credential required.
3. Must possess or be eligible for a valid Administrative credential.

B. Experience:

1. Two (2) years of K-12 Social Work experience preferably in a school setting.
2. Successful supervisory or management experience.
3. Previous experience working with at-risk youth (e.g. gang, truancy, foster youth).
4. Knowledge of current prevention and intervention programs/strategies.
5. Experience facilitating groups, presentations, monitoring programs, and report writing.
6. Experience collaborating with community based organizations, law enforcement, and other government agencies.
7. Experience working with school multidisciplinary teams.

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