

<i>Position Title:</i>	Manager, Social Workers
<i>Payroll/Personnel Type:</i>	12 Month Position
<i>Reports to:</i>	Executive Director, Student Services

Position Summary:

The Manager of Social Workers is responsible for the immediate supervision of social workers and implementation of social work services throughout the District. The Manager of Social Workers reports directly to the Executive Director, Student Services.

Essential Functions:

1. Provide orientation and direct supervision of all new school social workers.
2. Provide consultative services to experienced school social workers who request assistance or those for whom principals request assistance.
3. Work toward the improvement of the overall quality and quantity of work performed by the school social workers.
4. Promote and coordinate inservice training and staff development for school social workers. Encourage professional development among staff members.
5. Work cooperatively with other managers in the Division of Student Services to promote a multi-disciplinary approach toward delivery of services.
6. Consult with the Executive Director of Student Services concerning work assignments, staff performance, evaluation and the overall job of providing school social work services.
7. Stimulate, participate in and contribute to the creation of innovative programs and methods of providing improved services which contribute to the overall school program.
8. Provide consultative services to district offices, principals and other staff regarding specific children, problems and services.
9. Provide consultative services to community organizations and agencies regarding public school policies and practices, about services and an interpretation of these so that the organization or agency understands and is able to move forward with its own services to clients or with initiating or improving programs.
10. Advise students who have school problems and former students who have questions about possible further education.
11. Answer questions from other school systems and community agencies for information on school social work, on specific students, as well as gathering and supplying information to St. Louis Public School personnel.
12. Assist with special programs, e.g. 100 Neediest Cases, clothing collection, etc.
13. Serve as representative of the district in cooperating with civic and professional organizations dedicated to developing and promoting programs aimed at improving social conditions which interfere with a student's opportunity for education.
14. Serve as a liaison with schools of social work regarding the provision of field work placement for graduate and undergraduate students.
15. Submit reports as required by the Executive Director of Student Services.
16. Perform other duties as assigned.

Experience:

Required:

Professional experience related directly to the field.

Education:

1. Master's degree preferred
2. State License

Knowledge, Skills and Abilities:

1. Knowledge of the field
2. Supervisory ability
3. Oral and written communication skills
4. Ability to work well with individuals in a variety of settings
5. Organizational skills
6. Driver's license and vehicle to travel among schools

Send resumes and letters of interest to: Non-Certificated Staffing
Human Resources
801 N. 11th Street
St. Louis, MO 63101

By 4:30 p.m., Friday, May 19, 2006

