



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION**

POSITION TITLE: Community Social Worker
JOB CODE: OO-006
CLASSIFICATION: Non-Exempt
PAY GRADE: 13 - Certified Teacher Assistant (Paraprofessional Salary Schedule)
BARGAINING UNIT: Broward Paraprofessional Association
REPORTS TO: Coordinator, ESEA - Title I
CONTRACT YEAR: Ten Months

POSITION GOAL:

Serve as liaison between the Title I Advisory Council regarding the unmet needs of Title I children to secure parent participation in the Title I program and schools.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Community Social Worker shall carry out the performance responsibilities listed below.

- Organize and conduct community meetings and seminars.
- Serve as public relations and public information person for Title I.
- Serve as liaison person between the Title I Advisory Council and the community.
- Make recommendations to the Advisory Council regarding the unmet needs of the Title I children.
- Secure parent participation in Title I programs and the schools.
- Serve as information person for local parent advisory council.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned Associate of Arts or Associate of Science degree from an accredited institution or accrue at least sixty (60) semester hours of earned college credit from an accredited institution.
- Ability to communicate effectively with low income adults, experience and/or ability in working with children and must have personal transportation.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Prior experience working with low income adult population; experience and/or ability to work with children is preferred.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with parents, Title I Advisory Council, and the community to facilitate communication between Title I Advisory Council and parents to meet the needs of the target student population.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 7/20/77

Revised: 10/5/78

ER80-12 Approved: 10/2/80

Board Adopted: 6/02/09