

EDUCATIONAL SERVICES SOCIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of social work duties relating to the provision of educational services through a school, cooperative education service, or similar education institution. The incumbent usually will work under the direction of higher level social work, guidance department, or institution administrative personnel who defines the work to be performed. Employees in this class are expected to meet with professionals or agencies in or outside of the institution to obtain assistance and guidance for students. Work is performed with wide leeway for use of independent judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Provides social work services to help students and families adjust to disabilities, handicaps, or other impairments as these things relate to educational services;

Establishes a relevant social history for students receiving educational services;

Collects and maintains appropriate data from various services such as professional staff, students family, and other agencies, to develop an overall approach to solving a student's problems relating to education;

Maintains information on community and health resources which can be utilized in planning for the students;

Work with private, voluntary, and other public agencies to identify availability of medical, therapeutic, and mental health related community services, and collects summary information about students for referral to these agencies when such referral is indicated;

Consults with teachers and other school personnel about the students and what specific needs or

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goals are to be met;

Counsels students and families with regard to services available and meeting the specific needs of a student;

Assists in planning and programming services for disabled or handicapped students;

Prepares reports and maintains records, as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of state and federal laws, rules, and regulations pertaining to the education of handicapped individuals; good knowledge of the medical, therapeutic, and mental health services available in the area; working knowledge of the social factors affecting the education of disabled or handicapped individuals; ability to express oneself clearly both orally and in writing; ability to organize work effectively; ability to establish rapport with students and their families; and ability to prepare reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree in psychology, education, or a related field and one (1) year of full time paid experience in a position involving the provision of social casework services, or in supervised teaching in an accredited school; or
- (B) Five (5) years of experience as defined in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/6/04

Revised and Replaced in Classplan: 2/2/2023

Revised and Replaced in Classplan: 4/1/2025 (Edu)