

**SURRY COUNTY PUBLIC SCHOOLS
SCHOOL SOCIAL WORKER
JOB DESCRIPTION**

Job Title:	School Social Worker
Salary Index:	.97
Reports To:	Director of Special Education
FLSA Statues:	Exempt

SUMMARY

To help students resolve such personal, emotional, and social problems as interfere with their adjustments to school and their capacity to enjoy the fullest benefits of the education offered them.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Performs casework service with individual students to correct those personal, social, or emotional maladjustment related to their educational and social progress.
- Counsels with parents toward improving home situations whereby more positive outcomes will be attained in regard to school work, behavior, attendance, and interest.
- Consults and collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student's behavior.
- Consults and cooperates with school psychologists, guidance counselors, nurses, principals, and classroom teachers in assessing the mental and emotional health of the individual student having school difficulty and in evolving appropriate remedial plans for him/her (referral is first priority).
- Cooperates in the referral of students to various out-of-school agencies as necessary.
- Maintains case records and files.
- Assists students directly in adjusting to school.
- Helps families better understand the school and its program by presenting a positive image of the schools.
- Makes home visits for the purpose of gathering helpful information on a student's background, strengthening academic achievement, and/or assessing possible abuse or neglect.
- Keeps complete, up-to-date, and accurate special education records as required by law, policy, and administrative regulation.
- Investigates attendance problems reported by others.
- Counsels students in matters of attendance and tardiness and makes every effort to gain their cooperation.
- Confers with parents on absences/tardiness and makes home calls when necessary.

- Participates, when requested, with other members of the multidisciplinary child study committee.
- Attends conferences and regular meetings as deemed appropriate.
- Keeps sufficient records of attendance cases for use by school staff.
- Attends staff meetings and serves on staff committees as required.
- Represents the school division on the FAPT (Family Assessment Planning Team).
- Other duties as assigned by the Director of Special Education.

SUPERVISORY REQUIREMENTS

No supervisory responsibilities

EDUCATION and/or EXPERIENCE

Master's degree from and accredited graduate school of social worker

PHYSICAL REQUIREMENTS

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, copiers, overhead projectors, etc.

TERMS OF EMPLOYMENT

Based on school social worker's salary scale and years experience

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on **Evaluation of Personnel.**