



SOCIAL WORKER

Department: Instruction

FLSA Status: Exempt

GENERAL PURPOSE

Helps students resolve personal, emotional, and social problems that interfere with their adjustments to school and their capacity to enjoy the benefits of their education offered. Supports students through effective referrals, consultations with qualified school personnel, and developing plans that improve well-being. Coordinates with outside agencies and school district personnel.

ESSENTIAL JOB FUNCTIONS

- 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 the student.
- 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).
- Completes sociocultural interviews for all students going through the SPED process.
- Home School Instruction.
- Other duties as assigned by the Director of Special Education.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Master's degree required.
- One (1) year of experience required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local laws that pertain to students, the school district, and the well-being of minors.
- Knowledge of agencies and persons that help facilitate social work.
- Skill in communicating with students and adults.
- Skill in identifying explicit and implicit issues within a student's life that cause the student's issues.
- Skill in developing and executing plans that improve the well-being of students.
- Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to coordinate with outside agencies and persons.
- Ability to maintain records and databases.

WORKING CONDITIONS

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and sound levels in the work environment are usually mild.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date