

<b>Job Title:</b>	<b>School Social Worker</b>
<b>Department:</b>	Special Services
<b>Reports to:</b>	Assistant Superintendent and Executive Director of Special Services
<b>Classification:</b>	Exempt
<b>Employment:</b>	9 months
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of certified personnel.

## **SUMMARY**

The Logan-Rogersville R-VIII School District has designated a full-time position of School Social Worker to help address the social/emotional needs of students. The social worker assists school staff to develop and implement intervention plans to enhance students' school success and to better understand how factors such as family, culture, socio-economic status, and physical/mental health can impact students' academic performance.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Develops long-term and short-term intervention plans consistent with curriculum, student needs, strengths, diversity and life experience and social emotional factors.
2. Uses a variety of formal and informal tools/techniques to evaluate the progress of students and families.
3. Maintains director of community mental health and social services resources.
4. Conducts home visits and makes necessary contacts to obtain and disseminate information.
5. Serves as a consultant to teachers, counselors, and administrators on student issues affecting social adjustment, behavioral functioning, and overall welfare.
6. Assists in investigating and intervening with issues related to student attendance, behavior problems, and possible abuse/neglect.
7. Serves as school liaison between private therapists, psychologists, psychiatrists, or other physicians treating individual students with regard to matters such as medication or observations regarding the effect of medical interventions on school behavior.
8. Provides in-service training to school staff regarding mental health issues and effective strategies to meet the needs of students with various medical/psychiatric diagnosis and diverse socio-emotional backgrounds.
9. Develop individual support plans for students in crisis.
10. Provides direct and indirect services to students and families to address any social/emotional issues that interfere with the educational process.
11. Provides short-term therapeutic interventions for students and families.
12. Meets individually or in small groups with student to provide counseling, referral, educational planning and goal setting.
13. Provides home visits and transports students to community service, as needed.
14. Participates as a team member with other school personnel.

15. Provides parent education and resources for families.
16. Maintains a record system of information obtained through individual contact and makes necessary information available to school personnel to facilitate understanding of the individual student.
17. Maintains adequate safeguards for the privacy and confidentiality of information.
18. Empowers students and families to gain access to and effectively use formal and informal community resources.
19. Builds student relationships through information support of students and their work environment.
20. Additional duties as assigned by the Assistant Superintendent.

### **SUPERVISORY DUTIES**

No supervision

### **QUALIFICATIONS**

#### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

#### **Education/Experience**

The School Social Worker shall have a Master's degree in social work from an accredited institution for high education and experience providing social services and counseling.

#### **Certificates, Licenses, Registrations**

Appropriate certification in field

### **SKILLS AND ABILITIES**

#### **Language**

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions. Write clear and complete lesson plans.

#### **Computation**

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

#### **Reasoning**

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

#### **Technology**

Perform basic computer functions such as word processing and internet use. Use district software for recording grades and finding student information. Utilize smart boards, projectors and other instructional technology provided by the district.

### **Additional Skills and Abilities**

Identify needs and abilities of individual students and to adapt instructional methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously.

### **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 essential functions.*

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs.

### **Hours / Attendance / Travel**

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In district travel may be necessary.

### **CONDITIONS AND ENVIRONMENT**

*The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*