

JOB TITLE
SCHOOL SOCIAL WORKER

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
I I, GRADE 3

LENGTH OF WORK YEAR
215 DAYS

DATE
AUGUST 24, 2009

SCOPE OF RESPONSIBILITIES

Provides individual, group and family counseling and life skills development while providing school-related social services to the students. Works with administration to implement school and district policies and objectives. Provides a communication link with the community, and serves as a liaison between school and community groups. Works irregular hours.

PERFORMANCE RESPONSIBILITIES

1. Provides individual group and family counseling that will promote and support student academic and social success.
2. Assesses needs of students and develops intervention strategies utilizing appropriate school and community resources.
3. Works cooperatively as a team member to facilitate the successful daily operation of the school.
4. Makes home visits and telephone calls, sends correspondence, maintains accurate documentation of case folders, maintaining confidentiality.
5. Responsible for monitoring and promoting student attendance, including daily phone calls, home visits, letters, and conferences as needed.
6. Assesses needs of student population and develops group counseling sessions.
7. Participates in planning sessions to discuss implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel.
8. Provides child care center information and resource referrals as needed.
9. Duties may include performance of health services, for which training will be provided.
10. Performs other duties as assigned by the coordinator and/or the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelors' Degree in social work, counseling or related field
2. Three (3) years successful experience in individual counseling with adolescents and in social service delivery
3. Valid driver's license
4. Working knowledge of community agencies and resources

DESIRABLE QUALIFICATIONS

1. Masters' Degree in Social Work
2. Teaching experience/certificate
3. Good oral and written skills in communication

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