

**GENERAL RESPONSIBILITIES** Provide comprehensive school social work services to parents, students and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, the Student Support Team, the Special Education Committee and others by providing direct services and by assisting families in accessing appropriate community resources.

**ESSENTIAL TASKS** (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve on student support teams and special education committees at assigned schools.
- Review student records to identify previous barriers and/or interventions.
- Conduct parent interviews to acquire socio-developmental information as needed for special education referrals.
- Analyze information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation.
- Attend and participate in Manifestation meetings.
- Interview students and parents to discuss issues related to non-attendance and develop a plan of action.
- Assist the school in following school board regulations for excessive absences and truancy; attend student support team meetings and court intervention.
- Develop and implement professional development training for educational staff and parents, as requested.
- Provide individual and/or group counseling in response to school-wide crises.
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services.
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refers parents and student to agencies when appropriate.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES** Knowledge and skills for direct and indirect intervention including: counseling on an individual, group, or family basis; consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and networking with school programs and community agencies to provide essential services for families and children; understanding of the knowledge, skills, and processes for effective casework practice; understanding of the school social work profession including associated laws (IDEA, ADA, compulsory attendance, etc.), ethical issues, professional issues and standards; and the role and function of the school social worker; understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

**EDUCATION AND EXPERIENCE** Master's of Social Work (MSW) from an accredited school of social work with a minimum of 60 graduate semester hours; a minimum of six graduate semester hours in education; and completed a supervised practicum or field experience of a minimum of 400 clock hours in an accredited school discharging the duties of a school social worker. School Social Worker license required.

- PEL with social work endorsement required.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS** Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.