

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: School Social Worker

REVISION 02/11/04

Qualifications: Candidates must have a Master's degree in Social Work from a school accredited by the Council on Social Work Education, and hold Connecticut licensure as a Social Worker/ Connecticut certification as a School Social Worker. Candidates with three or more years of experience working with special needs students in an educational or clinical setting and holding the equivalent of a Sixth Year diploma in Social Work from a school accredited by the Council on Social Work Education are preferred.

Reports to: Administrator of assigned program or his/ her designee

General Purpose: Under the guidance and supervision of the administrator of assigned program or his/ her designee, the school social worker performs all tasks required by the program/assignment.

Essential Job Responsibilities:

1. Conducts and documents clinical assessments of student functioning through direct interviews and classroom observations as appropriate.
2. Develops and implements a schedule of individual and group counseling and other discipline specific intervention/prevention strategies/ services based on a review of referral and/or diagnostic data.
3. Consults on an ongoing basis with program staff, LEA contacts/teachers, community-based social services agencies and families to report student progress related to counseling services, to provide data relevant to behavioral and educational concerns, to plan support activities and to coordinate referrals.
4. Provides reports of student progress and recommendations in establishing goals and objectives for future planning to specific program staff and LEA personnel verbally and/or in writing within prescribed timelines and according to the prescribed format.
5. Attends and participates in agency /staff meetings, PPTs/child study team meetings, Clinical Assessment meetings and all announced inservice/ workshop activities as requested by the administrator or his/ her designee.
6. Maintains the confidentiality of student information, performance and records as prescribed by law and in accordance with C.E.S. policies and procedures.
7. Cooperates with all C.E.S. personnel and consultants who provide input or services for students.
8. Possesses a working knowledge of and follows both C.E.S. and program specific policies and procedures applicable to the assignment and areas of responsibility.
9. Complies with all federal, state and agency regulations on conduct and ethical behavior.
10. Performs other functions/ responsibilities related to the unique needs of the job or program as assigned.
11. **Is aware of Connecticut standards for teaching and learning (Connecticut Curriculum Frameworks, Common Core of Teaching, Common Core of Learning).**

Specialized Functions:

These statements are intended to describe the general nature and level of work being performed. Specific duties and responsibilities may vary, depending on the assignment. C.E.S. reserves the right to add/ change duties at any time.

This job description has been reviewed by the employee and _____(printed name) understands its content.

Employee Signature

Date: _____