

Durham Public Schools

Student, Family and Community Services Department School Social Workers

Job Description

JOB TITLE: School Social Worker

REPORTS TO: Area Director of Student Services

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 10 months, Certified

SUMMARY:

The School Social Worker promotes and enhances the overall academic mission by providing services that strengthen home, school, and community partnerships and address barriers to learning and achievement. The School Social Worker significantly contributes to the development of a healthy, safe, and caring environment. Such an environment is achieved by advancing the understanding of the emotional and social development of children and the influences of family, community, and cultural differences on student success along with the implementation of effective intervention strategies.

The major functions of the school social worker job description incorporate the North Carolina State Board of Education guiding mission that every public school student will graduate from high school globally competitive for work and postsecondary education and prepared for life in the twenty-first century.

RESPONSIBILITIES & DUTIES:

- The School Social Worker's principle task is to empower students, families, and school personnel to access available opportunities and resources that develop each student's potential.
- Integrated into all major functions are home, school, community assimilation; diversity and cultural competence; dropout prevention; graduation awareness; and adherence to federal and state statutes, professional development and practices
- School Social Work Standards and the National Association of Social Workers Code of Ethics.
- Uses assessment skills to determine special needs of students.

- Provides input for program planning and evaluation and contributes to the development of departmental and system-wide policies.
- Employs appropriate social work methods in situations affecting the student's educational progress.
- Maintains an advocacy role to assure that the student's educational, social, emotional and material needs are met in accordance with established laws, rules and regulations.
- Provides consultation and in-service experiences for teachers and staff and engages in the mutual exchange of information with community agencies.
- Serves as a liaison between home-school-community and promotes effective resource utilization and positive relations with various publics.
- **Organizes time, resources and workload in order to meet responsibilities and maintains accurate case records and documentation.**
- Shows evidences of professional growth and development and adheres to a professional code of ethics.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:
BA or Masters Degree in Social Work from a CSW (Council on Social Work) accredited University.

Must be licensed in the State of North Carolina in social work, counseling or in a related teaching area. Must be eligible or possess Social Work Certification.

Must hold a valid license issued by the NC Department of Public Instruction preferably in School Administration or a student support area such as social work. Must possess a valid North Carolina Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
- Ability to relate well to diverse groups of people.
- Strong organizational and problem-solving skills.

- Extensive knowledge of human behavior, social systems and social work skills.
- General knowledge of the principles of organization and administration.
- General knowledge of the North Carolina Standard Course of Study.
- Skill in counseling, motivating students and talking with parents.
- Ability to manage culturally sensitive topics.
- Ability to coordinate the efforts of support services personnel and outside agencies.
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to effectively express ideas orally and in writing.

RESOURCE REQUIREMENTS: (Place an X by what is required (not a wish list ☺.)). Leave blank what is not needed. Or insert a checkbox.

- ☒ Laptop
- ☒ Desktop computer (may be docking station with laptop)
- ☒ Printer
- ☒ Fax
- ☒ Software (List –especially uncommon ones: Microsoft Office, Adobe)
- ☒ AS400
- ☒ SharePoint
- ☒ Web site access
- ☒ Building access key/code (for necessary building access during non-traditional hours)
- ☐ District vehicle
- ☐ Audio recording device

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation
(the person may already have his/her own access)

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of equipment including computers, copiers, calculators, cellular phones, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.