

POSITION RESPONSIBILITY WRITE-UP

Position Title:	School Social Worker	Date:	September 2000
Department:	Student Services	Location:	Districtwide
Accountable To:	Principal(s) Student Services Supervisor(s)		

Primary Objectives of Position

To provide support for learners when social, emotional, development issues interfere with their ability to succeed in school.

MAJOR AREAS OF RESPONSIBILITY

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| Works directly with learners and families to communicate school concerns, to assess learner/family concerns, and to establish home-school intervention plans. | 1 |
| Provides short term and crisis intervention counseling to learners and their families. | 2 |
| Coordinates and consults with appropriate community resources to meet the needs of learners and their families. | 3 |
| Provides consultation and inservice to staff regarding learners, families, and broader mental health issues. | 4 |
| Participates in student assistance/building prevention team meetings, parent conferences, and special education meetings. | 5 |
| Performs evaluations as determined by the Referral Review Team. | 6 |
| Facilitates process to identify and train surrogate parents for special education matters. | 7 |
| Acts as a school liaison with Ramsey County Child Protection, Juvenile Court, Ramsey County Corrections, mental health and social service agencies. | 8 |
| Consults and assists with parent involvement initiatives. | 9 |
| Assists staff in filing child abuse/neglect reports. | 10 |
| Represents the district in juvenile court on truancy cases. | 11 |

Develops and facilitates in-school educational support groups for learners.	12
Maintains appropriate records consistent federal and state law and with District policy and regulations.	13
Educates and trains building staff in data privacy issues.	14
Advises the administration on school social work practices as they apply to district policies and procedures.	15
Participates as a liaison in staffings for learners with disabilities who receive educational services outside of the school district.	16
Performs other duties as expected of all teaching staff in special education assignments, e.g., Referral Review Team participation, IEP management, administrative representative, service provider, etc.	17
Participates in district student support services department activities.	18
Assumes responsibility for professional growth in the field of school social work.	19

KNOWLEDGE, SKILLS & ABILITIES

Licensure as a School Social Worker from the Board of Teaching.

LGSW, LISW, or LICSW from the Board of Social Work.