

MERIWETHER COUNTY BOARD OF EDUCATION

Job Description School Social Worker

The Meriwether County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

TITLE: School Social Worker

JOB CODE: 407

CONTRACT/WORK YEAR: 10 or 11 Month as needed

REPORTS TO: Director of Special Education

CATEGORY: Certified

SALARY: Salary based on Georgia Teacher Salary Schedule, adjusted for days worked

SUPERVISORY RESPONSIBILITIES: Parents As Teachers Program

FLSA: Exempt

APPROVED (BOE): June 14, 2022

GOAL(S):

The school social worker will contribute to the successful achievement of the Meriwether County School district mission and district priorities by supporting student learning, instructional programs and school-related activities.

QUALIFICATIONS:

- Master's Degree
- Hold or be eligible for Georgia Service Certificate (**S-5**) in School Social Work
- Completion of criminal background check

EXPERIENCE:

- Two or more years of experience in social work, school social work or case management experience. Experience in counseling. Knowledge of public and private agencies offering appropriate intervention services as needed.

OTHER SKILLS AND ABILITIES:

- Effective communication skills with students, parents, school partners, district personnel, and co-workers
- Knowledge of resources available to address students' needs
- Organizational and interpersonal skills
- Knowledge of social work practices and trends in public schools.
- Ability to administer and interpret various psychosocial assessments
- Ability to maintain confidentiality
- Adhere to National Association of Social Workers (NASW) Code of Ethics

DUTIES & RESPONSIBILITIES:

1. Participate in the supervision of the Parents As Teachers program.
2. Earn certification for Parents As Teachers.
3. Collaborate with various parties to create a climate for regular school attendance and drug-free schools.
4. Identify and communicate root causes for poor school attendance and student social problems.
5. Serve as a school resource person on problems of social functioning to include drug awareness educational programs and school attendance for community agencies, the community at large, parents and students.
6. Provide services of support, intervention, and restoration to individual child and parent when diagnosis of problems dictate these needs.



7. Provide group-work and individual services to children and parents concerning common problems and interests such as attendance, behavior and other personal or social problems as well as drug awareness as related to the child's functioning in school.
8. Prepare social and developmental histories on specific children when such is germane to the alleviation or solution of the child's school-related problems.
9. Solicit the aid of community agencies and resources to provide tangible needs for the individual child and family members when these are factors in nonattendance and social dysfunction.
10. Collaborate with special education personnel in the appropriate assignment and educational planning of children with special needs, recognizing that early detection and remediation of individual learning problems may well prevent later attendance difficulties.
11. Serve as the legal liaison between the school and the Judicial System and refers children and parents to the appropriate court when judicial proceedings on attendance are indicated.
12. Serve as a member of the system's MTSS interdisciplinary team with the counselor, psychologists and special education personnel and Ad Hoc, study and research committees as the needs arise.
13. Coordinate and conduct annual child abuse update.
14. Perform such other duties pertaining to the enforcement as well as the improvement of school attendance and student functioning as may be assigned by the Assistant Superintendent I in compliance with Georgia law and Georgia Board policies, etc.
15. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
16. Serve as a member of the MTSS Team and attend regularly scheduled meetings as requested.
17. Review and analyze student data to identify individual students in need of support.
18. Present relevant professional learning to school staff.
19. Articulate a positive image of the school district and school district personnel.
20. Demonstrate relentless commitment to academic achievement of all students.
21. Monitor at-risk students for the purpose of tracking progress and in determining appropriate interventions.
22. Communicate effectively with students, parents, community agencies, administration, and teachers.
23. Attend and participate in ongoing training sessions, data analysis meetings and workshops.
24. Work with teams to help identify the best practices for individual students and groups of students.
25. Make annual written statistical report of service delivery to the Superintendent, Director of Special Education, and to the School Social Worker Unity of the GA Department of Education as needed.
26. Provide consultation to administration, teachers, and other school officials on matters pertaining to students' background, drug education, living conditions, social needs (which affect student attendance and functioning).
27. Attend the appropriate training to improve knowledge and skills.
28. Coordinate student/family utilization of community resources for services prescribed as a result of school social services delivery.
29. Demonstrate prompt and regular attendance.
30. Other duties as assigned.

Physical Demands:

Routine physical activities are required to fulfill job responsibilities, such as the ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, repetitive fine motor activities, prolonged periods of standing, walking and sitting is expected. Vision, hearing and verbal communications are essential functions of this position.

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Meriwether County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.

Additional Notes for Job Descriptions:

Job descriptions are designed and intended only to **summarize** the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job.** Every employee has a duty to perform **all** assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Human Resources Director.)*

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other occupational qualifications and criteria may be utilized as needed in the selection process.

Signature _____

Date _____