



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	School Social Worker
DEPARTMENT:	Pupil Personnel Services
REPORTS TO:	Director of Pupil Personnel Services and School Principal

POSITION SUMMARY/PURPOSE

To provide students, parents, administrators, and other teaching staff with individually tailored advice and consultation to overcome personal, emotional, familial, or social issues to maximize the students' learning experience.

ESSENTIAL FUNCTIONS

- Conduct assessments, testing and diagnostic examinations of students for the purpose of identifying learning or social interaction issues and recommending courses of action or corrective procedures to maximize learning.
- Perform casework services with students, parents and staff to encourage parent and staff understanding of and participation in, overcoming student social issues to maximize learning.
- Assist students and staff in implementing students' respective behavior management plans.
- Coordinate with outside agencies, organizations and institutions, including state and federal authorities, as needed.
- Coordinate with administrators and other staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
- Assist with the school district's dropout prevention efforts.
- Serve as a ready resource to students, parents and staff
- Provide counseling to students that will lead increased personal growth, self-understanding, and behavioral management
- Serve as liaison between home and school regarding student behavior plan actions, data and performance.
- Continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, by conducting research, and/or by maintaining professional relationships with members of institutions of higher learning and the business community.
- Encourage parent involvement in students' education and ensure effective communication with students and parents.
- Assist in the orientation of new teachers and provide in-service training to all staff as needed.
- Select and requisition appropriate books, aids and other supplies and equipment and maintains inventory records.

ADDITIONAL DUTIES

- Perform other related tasks as assigned by the Director of Pupil Services, School Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EQUIPMENT USED/ENVIRONMENT

- Use standard office and classroom equipment such as a computer, printer, copier, fax machine, and telephone.
- Work in standard school building environments.

TRAVEL REQUIREMENTS

- Travel to school district buildings and professional meetings as required.

WORK SCHEDULE

- Standard teacher work schedule as set forth in the Thomaston Education Association Professional Agreement or a portion of such if a part-time position.

JOB KNOWLEDGE, SKILL REQUIREMENTS, AND DESIRED ATTRIBUTES

- Knowledge of Social Work principles, theories, testing, methods, etc. as well as proven behavior management methods.
- Knowledge of differentiated instruction based upon student learning styles.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students, parents and staff.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

QUALIFICATIONS

- **Certification/License:**
 - Connecticut State Certification as a Social Worker (071).
 - Motor Vehicle Operator's License or ability to provide own transportation.
- **Education:**
 - Bachelors from an accredited college or university in education discipline applicable to teaching assignment.
 - Masters Degree in Social Work.
- **Experience:**
 - Successful prior work experience in a similar position preferred.

EXPERIENCE

- Prior experience in similar work environment.

DISCLAIMER

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.