



Union County Public Schools
Job Description

POSITION TITLE: Social Worker	TERM OF EMPLOYMENT: 10 Months
DATE: 6/25/2018	DATE OF LAST REVISION: 5/1/2009
FLSA EXEMPTION STATUS: EXEMPT	PAY GRADE: Teacher Scale

JOB SUMMARY: The principle tasks of the School Social Worker are to help students and families make the best use of available opportunities and resources and to fully develop each student's individual potential. The School Social Worker brings to the educational process an understanding of the psychosocial development of children and the influences of family, community, and cultural differences as they interact with the educational process. The School Social Worker provides the necessary professional skills to assist students and communities in problem solving and conflict resolution in a safe and healthy manner.

ESSENTIAL JOB FUNCTIONS	
1.	Definite and identifiable reasons exist why some students are not successful in school and exhibit undesirable behavior (including at-risk factors, dropping out and truancy).
2.	Assist families in alleviating adverse conditions in order to promote resiliency and academic success for at-risk students.
3.	Assist parents in utilizing school and community resources to help children maximize their educational abilities
4.	Coordinator, plan and/or participate in Parental Involvement with the school to create a positive academic and social outcomes for students.
5.	Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts to help children who face problems, such as disabilities, abuse, or poverty.
6.	Participate in the development of behavioral modification plans, Functional Behavioral Assessments (FBA), and Supportive Intervention Plans (SIP)
7.	Facilitate, participate in, and/or provides input for system wide, school based, and departmental program planning, evaluation, and development of policies
8.	Provide short/long-term case management services to individual students
9.	Implement appropriate programs, groups and initiatives to target at-risk populations (according to the assessment)
10.	Coordination of services with other disciplines within the school
11.	Conduct and/or promote Substance Abuse Awareness Programs
12.	Serve on the school Crisis Team to promote a safe school environment

DUTIES & RESPONSIBILITIES	
	List most important duties first
1.	Employ appropriate social work methods in situations affecting the student's educational process.
2.	Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services.
	Serve on community interagency teams and other task force teams relevant to School Social Work (Child Fatality Team, Child Protection Team, Governor's One-on-One Board)
3.	Promote regular school attendance
4.	Consult with parents, teachers, and other school personnel to determine causes of problems, such as truancy and misbehavior, and to implement solutions.
5.	Provides appropriate services for homeless students
6.	Promote safe, caring, and drug free schools
7.	Referral to community agencies

8.	Promote parental responsibility for regular school attendance
9.	Other related duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS	
Minimum Qualifications	Desirable Qualification
<ul style="list-style-type: none"> Licensure requires either a bachelor's degree from a social work program accredited by the Council on Social Work Education School social work practicum experience in a public school 	<ul style="list-style-type: none"> Master's degree from a social work program accredited by the Council on Social Work Education Social work experience working in a PreK-12 public school or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE
<ul style="list-style-type: none"> Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance. Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
<ul style="list-style-type: none"> Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT
<ul style="list-style-type: none"> Identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

PROBLEM SOLVING
<ul style="list-style-type: none"> Identify complex problems and reviewing related information to develop and evaluate options and implement solutions. Require the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

COMMUNICATION/INTERACTIONS
<ul style="list-style-type: none"> The ability to listen to and understand information and ideas presented through spoken words and sentences Developing constructive and cooperative working relationships with others, and maintaining them over time. Communicating effectively in writing as appropriate for the needs of the audience. Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.



CUSTOMER RELATIONSHIPS

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.