

# PINON UNIFIED SCHOOL DISTRICT NO. 4 JOB DESCRIPTION

**POSITION/TITLE:** Social Worker

**TERMS OF EMPLOYMENT:** 10 Months  
**SALARY:** As Per District Salary Schedule  
**FLSA STATUS:** Exempt  
**BENEFITS:** Standard Package

**QUALIFICATIONS:**

1. BA Degree in Sociology or Social Work.
2. Knowledge and awareness of Native American cultures.
3. Two years experience with Native American students and families.
4. One year experience as a school social worker or counselor.
5. Bilingual – Navajo/English preferred.
6. Must have proven successful employment record.

**JOB GOAL:** To assist students in resolving personal, emotional and social problems that prevent or interfere with student learning.

**DUTIES AND RESPONSIBILITIES:**

1. Performs casework service with individual students to correct those personal, social or emotional maladjustments related to their education and social progress.
2. Performs casework service with parents as an integral part of the task of helping students.
3. Increases parents' understanding that their constructive participation is critical in resolving their child's problems.
4. Increases parents' knowledge and use of appropriate resources available.
5. Provides parent education on parenting skills, child development, meaningful parent/child communication and relationships
6. Consults and collaborates with school personnel in gathering and providing information necessary to improve social service delivery agencies and organization as appropriate.
7. Assists school personnel in developing and implementing individual student plans to support their personal, social and emotional development.
8. Assists in the referral of students to special educational services.
9. Serves as liaison between home and school when considerable follow-up is necessary, as in welfare cases, foster home children and disadvantaged students.
10. Maintains confidentiality of all the student records.
11. Complies, prepare and submits reports required for accountability purpose.
12. Performs other duties as assigned.

**REPORTS TO:** Principal

**EVALUATION:** Performance will be evaluated in accordance with the Board's Policy on the Evaluation of Professional Personnel.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_