

# Hyde County Schools

## SCHOOL SOCIAL WORKER

### NATURE OF WORK

Under general supervision, provides special services to students by prevention/alleviation of problems that interfere with the tasks of learning through knowledge of human behavior, social systems, and social work skills.

### DUTIES AND RESPONSIBILITIES

Uses assessment skills to determine special needs of students.

Provides input for program planning and evaluation and contributes to the development of departmental and system-wide policies.

Employs appropriate social work methods in situations affecting the student's educational progress.

Maintains an advocacy role to assure that the student's educational, social, emotional and material needs are met in accordance with established laws, rules and regulations.

Provides consultation and in-service experiences for teachers and staff and engages in the mutual exchange of information with community agencies.

Serves as a liaison between home-school-community and promotes effective resource utilization and positive relations with various publics.

Organizes time, resources and work load in order to meet responsibilities and maintains accurate case records and documentation.

Shows evidences of professional growth and development and adheres to a professional code of ethics.

Completes random moment in time studies as required by MAC program guidelines.

Performs other related work as required.

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## MINIMUM TRAINING AND EXPERIENCE

Master's degree in Social Work. Must be licensed in North Carolina.

## ESSENTIAL JOB FUNCTIONS

Must be able to use a variety of equipment and classroom tools such as computers, copiers, calculators, pencils, scissors, equipment for children, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Requires the ability to ready a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc. using prescribed format.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Requires the ability to talk and hear.

## KNOWLEDGE, SKILLS AND ABILITIES

Ability to assess student needs.

Ability to provide input in program planning and evaluation.

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Ability to consult with parents, teachers and the community to enhance the learning of students.

Ability to maintain an advocacy role for students.

Ability to serve as a liaison between home-school-community.

Ability to communicate effectively..

**REPORTS TO:** Director of Student Services/Principals

**FSLA STATUS:** Exempt

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.