

Position Title: Social Worker
Department: Instruction
Reports To: Director of Special Services

SUMMARY:

Support students and parents who are in need of assistance with any aspect of the public school system. Assist faculty and administration in the implementation of programs for at risk students. Identify and disseminate information regarding community resources for students and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Establish a supportive relationship with high risk students and their families.
- Maintain frequent contact with parents and students through school conferences and home visits.
- Provide information to assist parent in contacting community agencies which may assist in meeting the need of high risk students.
- Coordinate and collaborate with community resources and service agencies for student/family intervention.
- Represent the district in necessary parent contacts outside of the school setting
- Establish student/ parent topic discussion groups.
- Provide leadership, direction and focus for parent and student participation in topic discussion groups.
- Assist students and parents in understanding and complying with policies and procedures of the district.
- Serve as district liaison between administrators, faculty, parents and outside agencies in an effort to address school related issues.
- Serve as district Homeless liaison.
- Stay in close communication with administrators and counselors.
- Serve as a resource to the building level intervention teams.
- Attend regularly scheduled staff meetings with the district and the Division of Family Services.
- Coordinate district efforts to improve home/school communication and cooperation.
- Attend district professional development workshops and inservice days.
- Assist with preparation and presentation of district staff inservice regarding topics affecting the lives of high risk students and their families.
- Prepare a plan of professional development.
- Develop, distribute and maintain a resource directory of service and agencies.
- Develop and administer an evaluation plan for the School Based Social Work Program.
- Maintain accurate records and complete reports as required.
- Complete other duties and responsibilities as assigned by the superintendent or designee.

SUPERVISOR RESPONSIBILITIES:

None

EDUCATION and/or EXPERIENCE:

Bachelor's degree in social work or related field. Ability to communicate with a variety of audiences. Motivated and enthusiastic.

CERTIFICATES, LICENSES, REGISTRATIONS:

EVALUATION:

Performance will be evaluated by the Director of Special Services with input from building principals in accordance with the Board policy for Performance Based Evaluation.

TERMS OF EMPLOYMENT:

Contract length will be determined by the Board of Education. Salary will be determined in accordance to education and related experience and will be reviewed annually. Benefits will be determined by the Board of Education.

