

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SOCIAL WORKER, DROPOUT PREVENTION**

1. PLANNING / PREPARATION

- _____ 1. Participate in planning and developing programs and services for student dropouts and their families.
- _____ 2. Establish short- and long-range plans based on student dropout needs and District, state and federal requirements.
- _____ 3. Plan intervention strategies that are clearly related to identified needs.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 4. Use appropriate technology effectively.
- _____ 5. Maintain accurate and current file of community agencies and contact persons.
- _____ 6. Demonstrate organizational skills, establish priorities and plan for contingencies.
- _____ 7. Prepare and maintain records and referrals.
- _____ 8. Interpret educational policies, programs and procedures related to social worker and dropout prevention services.
- _____ 9. Implement a recruitment student dropout program for the District.

3. ASSESSMENT / EVALUATION

- _____ 10. Use appropriate evaluation instruments, convey results and recommend intervention.
- _____ 11. Conduct interviews with students and parents in school and home settings.
- _____ 12. Gather data from a variety of sources; i.e., students, parents, school personnel, law enforcement and community.
- _____ 13. Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting actions.
- _____ 14. Access student records on a need-to-know basis and protect their confidentiality.

4. INTERVENTION / DIRECT SERVICES

- _____ 15. Use appropriate intervention and service coordination techniques that address the needs of the student dropout and District requirements.
- _____ 16. Investigate all referred students and report results of investigation to referring official as soon as possible.
- _____ 17. Work with parents and schools to resolve conflict.
- _____ 18. Serve as District representative, as requested, at meetings, hearings, appeals and as an intervention that will assist in keeping students in school.
- _____ 19. Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.

5. COLLABORATION

- _____ 20. Facilitate enrollment and attendance of non-English speaking student dropouts through liaison with varied ESOL-based programs specific to Gadsden County.
- _____ 21. Work closely with community-based organizations and District and school personnel to ensure social work / dropout prevention service is maximized and that there is no duplication of service.
- _____ 22. Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
- _____ 23. Confer regularly with principals, teachers and other school specialists regarding students identified.
- _____ 24. Collaborate with juvenile justice the transition of students in and out of the school system.

SOCIAL WORKER, DROPOUT PREVENTION (Continued)**6. STAFF DEVELOPMENT**

- _____ 25. Initiate and participate in inservice training and research relevant to position.
- _____ 26. Demonstrate professional growth and continuous improvement of professional knowledge and skills.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 27. Establish and maintain continuous professional relationships with community and social agencies.
- _____ 28. Keep appointments and follow up on commitments.
- _____ 29. Submit accurate reports in a timely manner and maintain all appropriate records.
- _____ 30. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- _____ 31. Maintain confidentiality of student records.
- _____ 32. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 33. Conduct services in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area and / or student program classification. Indicators may include: case history and follow-up reports, test results, professional team interaction and analysis reports, documented parent interaction, student discipline records, attendance reports and others deemed appropriate by the District and / or required by adopted curriculum.
- _____ 34. Assist in early identification of students' school-related problems to minimize interruption of teaching / learning.
- _____ 35. Assist in interpreting the school program to the community, relating community concerns to the school and working toward expansion and development of resources for remediation and prevention of student difficulties.
- _____ 36. Implement strategies that recruit students and families and encourage them to understand the connection between good attendance and positive achievement in school.
- _____ 37. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 38. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 39. The accurate and timely filing of all school reports
- _____ 40. The completion of required professional development services.
- _____ 41. The analyzing and reporting of the results of the School Improvement Teams efforts on student performance.
- _____ 42. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

SOCIAL WORKER, DROPOUT PREVENTION (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

(Signature of Evaluator / Date)