

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

May 17, 2022

The Autauga County Board of Education is now accepting applications for the position of: School Social Worker

Job Description: Please see the attached Autauga County Board of Education job description for this position.

Qualifications: Please see the attached Autauga County Board of Education job description for this position.

Effective Date: August 3, 2022

Salary: \$41,690 - \$73,125 (Based on ACBOE approved salary matrix)

Contract Length: 187 days (9 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the Where do you want to work? page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: May 24, 2022 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

SCHOOL SOCIAL WORKER

POSITION TITLE: School Social Worker
RESPONSIBLE TO: Superintendent of Education
REPORTS TO: Director of Student Services/Secondary Supervisor

QUALIFICATIONS: The School Social Worker shall have a minimum of bachelor's degree in social work. The School Social Worker shall be knowledgeable of school board attendance policies and regulations, state and federal regulations concerning Federal Programs and/or Title I as appropriate, and available local and state support services. The School Social Worker shall be self-sufficient and requiring minimum supervision or assistance in performing job duties and shall have ability to work and relate with students, parents, staff, employers and the community.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Monitor attendance policies and supervise appropriate related activities including not limited to enrollment procedures.
2. Gather and review attendance data to identify students who are excessively absent. Respond to inquiries and concerns in a timely manner.'
3. Call on appropriate community agencies for assistance and/or coordination of services.
4. Provide attendance information to the guidance counselors and administrators.
5. Participate in case conferences, individual and group counseling whenever requested by school administrators or the Director of Student Services
6. Work with family court, prosecutor's office, and law enforcement pertaining to proper attendance of students.
7. Provide families with information related to the needs of their child and act as a resource to parents/guardians by providing family support activities and communicating the importance of school attendance.
8. Maintain professional awareness of regulations regarding child welfare and attendance. Have a working knowledge of state law, Board Policy and administrative regulations.
 9. Assess students with attendance problems and make home visits to assess the family environment. Verify student residency through home visits.
10. Initiate petitions to juvenile intake and prepare cases for court. Attend court to update court officials relative to attendance.
11. Conduct Early Warning meetings with parents and students.
12. Work in collaboration with local and county law enforcement agencies by facilitating the prosecution of educational neglect cases, writing reports, testifying as needed and working closely with court personnel.
13. Effectively maintain homeless, neglected, delinquent and truancy caseload.
14. Communicate effectively with the public, staff members, students, parents, administrators, and other contact persons using fact and good judgment.
15. Maintains confidentiality and appropriate records regarding attendance for all schools. Prepares and submits written reports on attendance and related matters to the Director of Student Services and Superintendent.
16. Participates in appropriate in-service and workshop programs and attend all required meetings.
17. Perform all duties as assigned by the local board of education.

JOB GOAL:

To provide services for students who are at risk of not succeeding in school. To help students overcome problems that impede learning and to assist them in making education, social and life goals.