

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

SOCIAL WORKER – MSW, EDUCATION

QUALIFICATIONS:

- (1) Master's in Social Work from an accredited institution required.
- (2) Bilingual- Spanish preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of working with school-aged children, parents, teachers, or school administrators to help students cope with a wide range of issues and perform well academically. Knowledge of subject and developmental patterns at all age levels. Knowledge of community and juvenile justice agencies. Knowledge of federal and state laws and District policies regarding student procedures, rules, regulations and laws. Familiarity with alternative educational offerings and Prevention Programs. Ability to organize and conduct meetings to provide conflict resolutions and to plan and disseminate information. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality. Ability to counsel and assist students, parents and school personnel in the resolution of student problems that relate to staying in school. Experience working with special populations.

REPORTS TO:

Grant-based Project Director
Licensed Clinical Social Worker

JOB GOAL

To provide mental health support and training in multiple districts, schools and communities and assist with Youth Mental Health First Aide, behavioral concerns, positive behavioral support, academic and classroom support, consultation with teachers, parents and administrator as well as provide individual and group counseling/therapy.

Travel:

Must have a valid driver license and be able to travel extensively throughout multiple districts.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement

MASTER SOCIAL WORKER, (Continued)

PERFORMANCE RESPONSIBILITIES:

Planning / Preparation

- * (1) Participate in planning and developing programs and services for student and their families.
- * (2) Establish short- and long-range plans based on student needs and District, state and federal requirements.
- * (3) Create individualized plans to help student family improve
- * (4) Plan intervention strategies that are clearly related to identified needs.

Administrative / Management

- * (5) Use appropriate technology effectively.
- * (6) Maintain accurate and current file of community agencies and contact persons.
- * (7) Demonstrate organizational skills, establish priorities and plan for contingencies.
- * (8) Prepare and maintain records and referrals.
- * (9) Interpret educational policies, programs and procedures related to social worker and prevention services.
- * (10) Manage training records.

Assessment / Evaluation

- *(11) Use appropriate evaluation instruments, counseling students, and convey results of recommend intervention.
- *(12) Conduct interviews with students and parents in school and home settings.
- *(13) Gather data from a variety of sources; i.e., students, parents, school personnel, law enforcement and community.
- *(14) Recognize overt indicators of distress or abuse and take appropriate intervention, referral or reporting actions.
- *(15) Access student records on a need-to-know basis and protect their confidentiality.
- (16) Report any child abuse or neglect in families immediately required by law.

Intervention / Direct Services

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

Collaboration

- *(22) Work closely with community-based organizations and District and school personnel to ensure services is maximized and that there is no duplication of service.
- *(23) Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
- *(24) Confer regularly with principals, teachers and other school specialists regarding students identified.
- *(25) Collaborate with agencies on the transition of students in and out of the school system.

MASTER SOCIAL WORKER, (Continued)

Staff Development

- *(26) Initiate and participate in inservice training and research relevant to position.
- *(27) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- (28) Provide teacher training (i.e. in behavior management, restorative practices, toxic stress, MTSS and PBIS)

Professional Responsibilities

- *(29) Establish and maintain continuous professional relationships with community and social agencies.
- *(30) Keep appointments and follow up on commitments.
- *(32) Submit accurate reports in a timely manner and maintain all appropriate records.
- *(33) Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- *(34) Maintain confidentiality of student records.
- (35) Perform other duties as assigned and support grant deliverables.

Student Growth / Achievement

- *(36) 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.
- *(37) Assist in early identification of students' school -related problems to minimize interruption of teaching / learning.
- *(38) 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.
- *(39) Implement strategies that recruit students and families and encourage them to understand the connection between good attendance and positive achievement in school.

*Essential Performance Responsibilities