

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**SOCIAL WORKER, VISITING TEACHER**

**1. PLANNING / PREPARATION**

- \_\_\_\_\_ 1. Participate in planning and developing programs and services for students and their families.
- \_\_\_\_\_ 2. Establish short- and long-range plans based on student needs, 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 an 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 visiting teacher / social worker services.
- \_\_\_\_\_ 9. Implement a truancy program for the District.

**3. ASSESSMENT / EVALUATION**

- \_\_\_\_\_ 10. Use appropriate evaluation instruments, convey results and recommend interventions.
- \_\_\_\_\_ 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 interventions and service coordination techniques that address the specific needs of the student.
- \_\_\_\_\_ 16. Investigate all referred students and report results of investigation to referring school as soon as possible.
- \_\_\_\_\_ 17. Work with parents and schools to resolve conflict.
- \_\_\_\_\_ 18. Explain compulsory school attendance laws and follow up on attendance problems reported by schools.
- \_\_\_\_\_ 19. Serve as a liaison for the District with law enforcement, juvenile justice, mental health and other appropriate agencies.

**5. COLLABORATION**

- \_\_\_\_\_ 20. Participate with student study teams to solve problems, assist with IEPs and clarify special needs of identified students.
- \_\_\_\_\_ 21. Facilitate parent involvement in meetings by home visits, telephone calls and other contacts.
- \_\_\_\_\_ 22. Confer regularly with principals, teachers and other school specialists regarding students with attendance and behavior problems.
- \_\_\_\_\_ 23. Collaborate, with juvenile justice. the transition of students in and out of the school system.

**SOCIAL WORKER, VISITING TEACHER (Continued)****6. STAFF DEVELOPMENT**

- \_\_\_\_\_ 24. Initiate and participate in inservice training and research relevant to position.
- \_\_\_\_\_ 25. Demonstrate professional growth and continuous improvement of professional knowledge and skills.

**7. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 26. Establish and maintain continuous professional relationships with community and social agencies.
- \_\_\_\_\_ 27. Keep appointments and follow up on commitments.
- \_\_\_\_\_ 28. Submit accurate reports in a timely manner and maintain all appropriate records.
- \_\_\_\_\_ 29. Maintain effective interpersonal relationships and communication with students, parents, school personnel and community.
- \_\_\_\_\_ 30. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT****INDICATORS**

- \_\_\_\_\_ 31. 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.
- \_\_\_\_\_ 32. Assist in early identification of students' school-related problems to minimize interruption of teaching / learning.
- \_\_\_\_\_ 33. 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.
- \_\_\_\_\_ 34. Assist parents and students to make appropriate and lawful decisions regarding school attendance.
- \_\_\_\_\_ 35. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 36. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 37. The accurate and timely filing of all school reports
- \_\_\_\_\_ 38. The completion of required professional development services.
- \_\_\_\_\_ 39. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 40. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

SOCIAL WORKER, VISITING TEACHER (Continued)

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DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)