



Position Title: **School Social Worker**

Department: Building Counseling Department

Reports To: Building Principal

SUMMARY: Ensure the provision of social emotional learning coordination for children and families identified within the public education system as presenting with potential mental health disorders; determine eligibility for services; assist school personnel in procuring needed treatment or other services and monitor client progress; coordinate the delivery of appropriate services; maintain applicable caseload records and prepare reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Assesses, diagnoses or treats mental, emotional or behavioral disorders or conditions of students
2. Plans and designs a comprehensive, systemic school support program that is aligned with the school and district strategic plans
3. Incorporates and aligns the comprehensive school support programs mission, beliefs and philosophy with district and school goals and improvement plans
4. Utilizes data sources, needs assessments and time/task analyses to plan and organize a comprehensive guidance and support program and develop a Yearly Action Plan that promotes and enhances student development in the four domains (Academic, Personal/Social, Career, Community Involvement)
5. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission
6. Identifies social, emotional and psychological barriers to student achievement and develops intervention strategies to address them
7. Assesses home, community and school conditions impacting a student's social and academic achievement, including home visits as necessary
8. Provides direct counseling services to and serves as an advocate for students and their families
9. Directs students and families to appropriate non-District-based resources and serves as a liaison to community agencies in coordinating and managing their delivery
10. Works cooperatively with other student support personnel and, as necessary, outside agencies in performing assessments, managing cases and evaluating progress
11. Provides crisis intervention, conflict resolution and case management services
12. Serves as a liaison between the District, students and their families
13. Provides training and consultation to faculty, administrators and other school personnel
14. Organizes parent education information nights

15. Maintains appropriate case records and produces written reports
16. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English
17. Works proactively to remove personal and social barriers to learning
18. Empowers students to be advocates for themselves and others
19. Corresponds with district staff and stakeholders via email
20. May be asked to translate, if applicable
21. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

1. Valid Social Worker License issued by the Oregon Board of Social Workers and/or School Social Worker License issued by Teacher Standards and Practices Commission
2. Hold a Bachelor's degree or higher together with an equally valid Master's degree or other specialized preparation related to intended services
3. Thorough knowledge of the Comprehensive Guidance and Counseling Framework
4. Knowledge of growth and developmental stages of children
5. Ability to work effectively as part of a team or independently with staff, students, and parents
6. Ability to use a computer and other technological equipment
7. Excellent oral and written communication skills with the ability to speak effectively to large and small groups
8. Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups
9. Ability to manage a wide variety of guidance/services information
10. Problem solving skills & knowledge of problem solving methodology
11. Ability to maintain and verify completeness of records
12. Ability to provide leadership to staff in areas of specialization
13. Physical ability to train/or assist staff in physical management of students in crisis
14. Ability to effectively work and communicate with students, parents and school personnel from diverse cultures or backgrounds
15. Working knowledge of Individuals with Disabilities Education Act (IDEA) regulations and procedures

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

REASONING ABILITY: Ability to apply commonsense understanding to carry out

detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date