

9.8.07 SOCIAL WORKER

Reports To: Director of Special Services

Dept/Campus: Special Services

Wage/Hour Status: Exempt

Length of Contract: 190

PRIMARY PURPOSE:

Perform casework service to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process.

QUALIFICATIONS:

Education/Certification:

Master's degree in social work from an accredited college or university preferred
Valid Arkansas license as a master social worker granted by the Arkansas State Board of Social Worker Examiners

Special Knowledge/Skills:

Knowledge of individual and group counseling skills
Knowledge and skill in casework methods
Strong consultation skills for conferencing with teachers, parents, and students
Knowledge of prevention and intervention strategies, including behavior management interventions
Awareness and ability to access community resources
Excellent organizational, communication, and interpersonal skills

Experience:

Two years experience in social work

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.

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4. Communicate and promote expectation for high-level performance from students; hold students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of resources available.
7. Supervise the referral of students to outside agencies.
8. Serve as liaison between student, home, school, and community resources, such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Access and work closely with community agencies to identify resources for student and family support.
9. Serve as McKinney Vento (homeless) liaison for the district; serve as liaison for other residential placement.
10. Provide crisis intervention and preventive support as needed by students and their families.
11. Make home visits to gather information relating to students.
12. Consult with parents, teachers, and other school personnel to determine cause of student problems and effect solutions.
13. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
14. Participate in the annual and program reviews to assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.
15. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
16. Assist in the planning and implementation of parent involvement activities.
17. Develop and conduct parenting training and support groups.
18. Create an environment conducive to learning and appropriate for the maturity level and interests of students.

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19. Develop and maintain effective individual and group relationships with students and parents.
20. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
21. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
22. Comply with policies established by federal and state laws, Arkansas Department of Education rules, and board policies.
23. Comply with all district and campus routines and regulations.
24. Participate in professional development activities to improve skills related to job assignment.
25. Maintain a positive and effective relationship with supervisors.
26. Effectively communicate with colleagues, students, and parents.
27. Coordinate the district Child Find program.
28. Other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress

Physical Demands:

Regular district-wide travel to multiple work locations as assigned; frequent standing, stooping, bending, reaching, pulling, pushing, heavy lifting, and moderate carrying; may be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

Date

Supervisor

Date