



City of St. Charles School District

SCHOOL SOCIAL WORKER

Reports to: Director of Special Education & Student Services
Classification: Licensed
FLSA Status: Exempt
Terms of Employment: To be established by the Board of Education annually
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board policy.
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

The School Social Worker conducts and facilitates assessments, consultations, interventions related to the social, emotional, behavioral needs of students and works as a liaison between school, families and community agencies to overcome barriers that interfere with learning through the use of assessment, counseling, consultation, coordination of school and community resources, and program development. The School Social Worker utilizes knowledge of human behavior, social, cultural and community influences to help create a positive learning climate. The School Social Worker functions as a mental health professional on the multi-disciplinary teams and provides case management services. School Social Workers will conform to the standards established by the National Association of Social Workers (NASW) code of ethics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides psychological assessments to determine the social, emotional, behavioral needs of students for the purpose of pinpointing the source of school or parental concerns; provides effective intervention strategies which will lead the student to be more successful in school:
- Collects and records information to share with appropriate personnel as a component of case study:
 - Initiates parent conferences or contact; interviews students and others; reviews student records; observes student in various environments when appropriate; obtains medical, social, or educational information about a referred student from community agencies.
- Serves on multidisciplinary team(s) to address needs of students with or without disabilities to assure implementation of appropriate services, programming and/or placement:
 - Shares appropriate family, cultural, social, economic and developmental information; assists in the development of intervention strategies to meet individual social, emotional learning needs; shares in the decisions regarding placement and services for special needs children.

- Contributes special knowledge of human behavior and relationships to staff.
- Provides consultation to administrators and teachers on broad areas of mental health.
- Consults with staff, and teachers on school and student needs and consults with administrators with issues relative to IDEA, 504, Safe Schools, etc; assists administrators with issues relative to the Missouri Division of Family Services and the St. Charles Family Courts.
- Consults with parents regarding ways they can help their child become effective in school:
- Provides crisis intervention services:
 - Intervenes and assesses district students who demonstrate suicidal ideation and/or behavior; participates as a member of the crisis response team; deals with students who threaten to or runaway away from home or school; helps students and/or parents cope with the impact of conditions such as unemployment, illness, divorce, pregnancy, death, relocation, drug addiction, etc.; deals with students experiencing emotional traumas i.e. anger outbursts, anxiety, panic attacks, etc.
- Evaluates students to determine their need for school social work or other services.
 - Employs appropriate social work methods in situations affecting the student's educational progress; locates resources for meeting student needs; provides information about resources to parents, students, and others; assists parents and students to avail themselves of resources.
- Provides direct services to students and parents:
 - Counsels individual students/groups regarding issues which interfere with adjustment and/or performance within the educational setting; provides short-term and long-term individual casework and consultation services for students and parents as a family system; works with parents as individuals or in groups.
- Serves as liaison between school, families and community agencies:
- Effectively utilizes community resources to serve family and student needs:
- Serves as school liaison to the Missouri Division of Family Services and the Family Courts:
- Identifies and develops strategies to ameliorate the factors that contribute to a student's excessive absences; assists schools in developing and following procedures related to attendance concerns.
- Provides input to assure that student's educational, social, emotional, and material needs are met in accordance with established laws, rules, and regulations.
- Assists the school in planning programs that prevent, reduce or alleviate situations which interfere with the learning process of students; facilitates support for preventive education (drug awareness, child abuse, sexual harassment, attendance, etc.); participates in school research.
- Provides input as requested into district-wide and departmental planning decisions:
- Organizes time, resources, and services to meet workload demands; plans a schedule of activities; makes and accepts referrals; provides follow-up and feedback.
- Maintains accurate, complete, and punctual records and safeguards the confidential nature of student information as required by law, district policy, and administrative directions:

- Participates in professional growth activities; attends workshops, training sessions, conferences, and courses; relates current knowledge to practice; practices professional renewal through a variety of means such as attending regional and national conferences, participating in professional school social work organizations, and/or contributing literature to the field of school social work and education.
- Promotes public awareness regarding school social work services; conducts or participates in periodic needs assessments; develops, implements, and evaluates the school social work program; plans and/or provides in-service training programs.
- Performs related professional responsibilities.
 - Uses appropriate channels of communication; understands and works within one's role in the district and contributes to the total efforts of school social work services.

SUPERVISORY REQUIREMENTS:

Supervises students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's Degree in Social Work
- Licensed Social Worker /Missouri Licensed Required
- Licensed Clinical Social Worker Preferred

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference that are directly related to the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective relationships with student, peers, and parents.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.
- Ability to administer and interpret standardized testing instruments.

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. 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 quiet to moderate. 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.

School Social Worker

Created SY 2014-2015

Revised SY 2017-2018