

POLICY: GCA SW  
Approved: November 27, 2006  
Reviewed:  
Revised:

## **JOB DESCRIPTION – SCHOOL SOCIAL WORKER**

### Qualifications:

A School Social Worker has a master's degree in social work and competencies in the areas of Family Management, Group Dynamics, Human Growth and Development, Organizational Theory, Program Planning and Coordination, Research, Special Populations (such as disabled, aged, development youth and poverty groups), systems analysis and treatment modalities such as behavior management. In addition, two years of social work experience dealing with children and youth is required. School Social Workers are licensed by the Department of Public Instruction.

### Reports to:

The School Social Worker is under the supervision of the Director of Pupil Services.

### Roles and Responsibilities:

- A. The School Social Worker is the primary liaison between family and school in order to facilitate parents to become more involved with their child's school. This is accomplished in the following ways:
  1. Provides parents with techniques and strategies to be utilized at home to enhance the child's positive behavior.
  2. Develops and facilitates parent groups composed of parents with similar concerns.
  3. Refers parents to appropriate outside agencies or counselors.
  4. Assists parents in understanding the identification of their child's disability as it relates to school and to home.
  5. Participates in school conferences in order to facilitate home-school communication.
  
- B. The School Social Worker is the primary liaison among community agencies and school, students and parents. This is accomplished in the following ways:
  1. Promotes coordination and cooperation between school and community on a continuing basis.
  2. Communicates with the Department of Social Services, Mental Health and private agencies (by way of group consultations).
  3. Serves on county collaborative committees when feasible and beneficial.
  4. Facilitates/case manages referrals from outside agencies for special education services.
  5. Facilitates the filing of abuse and truancy referrals for the entire District.

- C. The School Social Worker is a member of the school collaborative team in order to identify children with special education needs. This is accomplished in the following ways:
1. Case manager for preschool and elementary evaluations:
    - a. Receives referrals from teachers, staff, parents
    - b. Contacts parents as required by special education law.
    - c. Collects parent consent for evaluation.
    - d. Leads selection process of appropriate IEP team members.
    - e. Schedules evaluation and/or IEP team meetings.
    - f. Facilitates evaluation and/or IEP team meetings.
    - g. Is responsible for all IEP reports, paperwork throughout identification and placement process.
    - h. Coordinates paperwork with special education secretary to ensure forms/paperwork completion and dissemination to parents and appropriate staff.
  2. Serves as a member of the IEP Team to assess developmental histories and at-home functioning of students being considered for special education placement.
  3. Serves as a member of Individual Education Program committees as needed.
  4. Coordinates and plans screening for three and four year olds.
  5. Assists with kindergarten screening as assigned.
  6. Serves as a member of the Student Assistance Team in each building in order to problem solve academic and behavior interventions for students.
- D. The School Social Worker is a liaison between school staff, students and parents. This is accomplished in the following ways:
1. Participates in curriculum development and instruction method planning as it affects social and emotional development (such as Protective Behaviors).
  2. Consults with school staff to heighten awareness of and sensitivity to problems in student performance and changes in student behavior when problems are identified.
  3. Consults with administration on school/community issues that interfere with educational performance (such as attendance, delinquency).
  4. Develops in-service programs to assist teachers in understanding issues such as abuse, suicide, protective behaviors and emotional development.

- E. The School Social Worker is a liaison between student, school and family in order to assist the student to develop appropriate social interaction within their total human environment. This is accomplished in the following ways:
1. Provides individual and group counseling.
  2. Teaches student social skills.
  3. Intervenes during a crisis with students who teachers feel must be removed temporarily from the classroom setting and/or school.
  4. Develops, in concert with the teacher and parents, strategies to enhance a student's skills and functioning.
  5. Supports students with severe behavior problems in the classroom on a short-term basis in order to modify their behavior.
- F. Other
- Other duties as assigned by the Director of Pupil Services or other designated administrator.