

School Social Worker

Certified Position - 0270

<u>Salary</u> Per salary schedule	<u>Days</u> 185	<u>Reports to:</u> School Principal
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SCOPE OF RESPONSIBILITIES

To help students resolve personal, emotional, and social problems that interfere with their adjustments to school and their capacity to enjoy the fullest benefits of the education offered them.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Performs casework service with individual students to correct those personal, social, or emotional mal-adjustments related to their educational and social progress.
2. Performs casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources available.
3. Consults and collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student's behavior.
4. Supervises the referral of students to, and serves as liaison with, such outside agencies as the Department of Pupil Personnel, Welfare Department, Child Placement Bureau, and Juvenile Court, as appropriate.
5. Makes home visits for the purpose of gathering helpful information on a student's background.
6. Serves as liaison between home and school when considerable follow-up is necessary, as in welfare cases, foster home children, and disadvantaged students.
7. Assists students directly toward adjustment to school.
8. Keeps sufficient records of cases for use by school staff members and outside agencies when appropriate.
9. Conducts home visits for attendance and truancy issues.
10. Maintains regular and predictable attendance
11. Adheres to the professional code of ethics
12. Successfully utilizes technology as appropriate in job function
13. Perform related duties as assigned

MINIMUM QUALIFICATIONS

1. Certificate for School Social Worker