

**Social Worker**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**  
**Dept: School**

**TITLE:** **Social Worker**

**QUALIFICATIONS:**

1. Bachelor's or Masters Degree in Social Work. Valid school social work certificate for North Carolina.
2. Other qualifications as the Superintendent and Board of Education may find appropriate.

**REPORTS TO:** Principal

**JOB GOAL:** To promote maximum development of all students by preventing/alleviation of problems that interferes with the tasks of learning through knowledge of human behavior, social systems and social work skills.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/social work issues.
2. Develop, maintain and communicate a plan for effective delivery of the school social work program.
3. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
4. Employ appropriate social work methods in situations affecting the students' educational progress.
5. Maintain an advocacy role to assure that the students' educational, social, emotional and material needs are met in accordance with established laws, rules and regulations.
6. Serve as a liaison between home-school-community and promotes effective resource utilization and positive relations with various publics.
7. Consult and collaborate effectively with colleagues, students, parents, administrators and other educational/community resources regarding students with identified concerns and needs.

8. Accurately and appropriately uses assessment procedures for determining and structuring social work services.
9. Implement an effective referral and follow up process.
10. Provide appropriate information to staff related to the comprehensive school social work program.
11. Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
12. Attend staff meetings, serve on staff committees and carry out non-instructional duties as required or assigned.
13. Perform related duties and responsibilities as required by the Principal.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation of School Social Workers.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate extensive knowledge of human behavior, social systems and social work skills/methods.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.