

FLAGLER COUNTY SCHOOL DISTRICT OF

JOB DESCRIPTION

SCHOOL SOCIAL WORKER

QUALIFICATIONS:

- (1) Minimum of a Bachelor's Degree in education, sociology or social work from an accredited educational institution.
- (2) Minimum of three years experience working in a school setting or social services related field.
- (3) Certification and / or licensure by the State of Florida.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of children and family systems.
2. Knowledge of community agencies for services to children and families.
3. Knowledge of referral process for accessing services for children and families.
4. Knowledge of school attendance requirements and truancy laws.
5. Ability to relate to people and proficient in conducting parent conferences.
6. Ability to function as a liaison between the home, school, and community by providing a positive approach to dealing with problems of students, parents, and schools.
7. Ability to counsel with families regarding needs for services to help students identified as abused, neglected, or emotionally / behaviorally challenged.
8. Requires the ability to display knowledge of applicable federal, state, and local statutes, regulations, policies and professional code of ethics.

REPORTS TO:

Executive Director of Student and Community Engagement or designee

JOB GOAL

To act as a community liaison and provide recognized methods of social work for assessment, case management and identification of appropriate services for children and families in need.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan and implement activities designed to meet the mandate for school attendance.
- * (2) Assist schools in counseling and referral of students exhibiting attendance problems.
- * (3) Conduct parent conferences to share information related to school achievement.
- * (4) Conduct parent interviews to obtain relevant information related to school success.
- * (5) Act as liaison between home, school, and community social agencies.

SCHOOL SOCIAL WORKER (Continued)

- * (6) Assist school with referrals to the Full Service Schools office.
- * (7) Assist schools in obtaining pre-referral information for ESE eligibility.
- * (8) Conducts parent education meetings and/or dissemination of information regarding child management, social, and community resources.
- * (9) Participate in student study team meetings and IEP Team meetings as appropriate.
- * (10) Make home visits as appropriate contact with parents and students.
- (11) Facilitate the monitoring of services, referrals, resources and other activities designed to improve the functioning of students and families. Maintain appropriate reports and record keeping procedures to document above.
- (12) Perform crisis intervention services as part of the Crisis Response Team.
- (13) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

Salary Lane: Instructional IB8-A

Approved 06/18/2019