

**RSU No. 5 Durham ~ Freeport ~ Pownal  
Social Worker Job Description**

**QUALIFICATIONS:**

1. Master's Degree in Social Work
2. Licensed Clinical Social Worker

**REPORTS TO:**

Director of Instructional Support and Building Principal

**JOB GOAL:** To assist in the provision of appropriate counseling, intervention and academic services for students.

**PERFORMANCE AREAS:**

1. Provides direct services to students with social or emotional academic problems.
2. Consults with staff members, families, and appropriate agencies about individual students.
3. Participates in the assessment and development of IEPs for students who receive special education services and fulfills obligations as the result of IEPs, 504 plans, and RTI plans.
4. Facilitates crisis intervention protocols and processes as appropriate and serves as a member of the school crisis team.
5. Plans and facilitates student groups to teach social skills and emotional regulation strategies.
6. Serves as a liaison between the school district and other agencies/ resources.
7. Maintains documentation of student intervention and progress.
8. Conducts screenings for threat and risk assessments.
9. Makes home visits when needed.
10. Collaborates with administration regarding student needs.
11. Performs other duties as requested by administration.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations.

**ESSENTIAL JOB FUNCTIONS:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**TERMS OF EMPLOYMENT:**

Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

**EVALUATION:**

Evaluated annually by the Director of Instructional Support in consultation with Building Principals.

**NOTE:**

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Original to Personnel File  
File Copy to Employee  
Adopted: May 16, 2017