

**Title: School Social Worker (FLSA Exempt)**

**Performance Responsibilities Design and Evaluation: Assumes responsibility for the design and evaluation of social services program.**

- Initiates the development and implementation of goals and objectives which guide and improve the social services program of the St. Tammany Parish School System.
- Develops personal goals and objectives for effective leadership.
- Functions as a member of the multidisciplinary Pupil Appraisal Team in the conducting of evaluations of referred children when social, developmental, adaptive behavior and/or family assessments are determined necessary.
- Keeps abreast of new developments in the area of school social work such as reading journal articles, attending conventions and keeping other appropriate school personnel informed of the same.
- Performs other duties and assumes other responsibilities as assigned by Director of Students with Exceptionalities

**Any and all duties as assigned by Director of Students with Exceptionalities or designee**

**Leadership: Assumes leadership in directing the activities of students who require social services.**

- Provides or assists in the provision of in-service training of school personnel in areas of responsibility and expertise.
- Provides related and/or support services to students when needed.

**Management: Initiates practices designed to maintain an adequate learning environment.**

- Consults with related agencies when appropriate.
- Compiles a written report of any social work assessments or other services provided to clients.
- Completes all required reports of the Parish or State Department of Education.
- Coordinates the appraisal process for assigned cases.
- Prepares and, upon approval, implements a schedule for the delivery of school social work services to all schools in St. Tammany Parish.

**Student Services: Initiates practices designed to promote the success and well-being of students.**

- Conducts interviews with parents to gather data about students.
- Coordinates staff procedures with other school system personnel.
- Exhibits sensitivity, empathy and understanding when dealing with students.
- Obtains and uses information about the needs and progress of each student so that special adaptations can be made for each one who requires social services.
- Provides assistance to students and their families in meeting physical and economic needs through cooperation with the referral to community agencies and service groups.
- Provides consultative services to the families, and when necessary, counseling services to students who are experiencing social and behavior problems at school which are adversely affecting their academic progress, and which result from circumstances or events present in the home.

**School/Community Relations: Initiates practices designed to provide for effective school/community relations.**

- Explains evaluation processes to parents as well as informs them of their legal rights.
- Interprets evaluation results to parents.
- Works with parents to encourage parental involvement in all aspects of the case involving their children.
- Engages in professional self-improvement in order to insure the respect and trust of others.
- Demonstrates the highest ethical standards when dealing with colleagues, students, and parents.
- Works to achieve maximum understanding and support of public education.
- Attends staff, professional, and interagency meetings including those assigned.

**Professional Development: Plans for professional self-development.**

- Uses evaluations to grow professionally. Participates in activities that will facilitate professional growth and development. Makes use of recommendations for improvement.

**Minimum Qualifications:** United States Citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** 10 months

**Reports to:** Director of Students with Exceptionalities or designee

**Supervises:** None

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)