

POSITION DESCRIPTION

TITLE: SCHOOL SOCIAL WORKER

TYPE: Licensed
Exempt

REPORTS TO: Director of Student Services

POSITION SUMMARY:

School Social Workers are employed to help, guide and assist students and families to cope with personal, emotional and psychological issues that impact their school performance, behavior and socialization. Through one-on-one, small or large group, classroom or schoolwide sessions/activities school social workers address issues relevant to the student population they serve. Issues may include but are not limited to the following: school attendance, cultural acceptance, illegal drug or alcohol dangers, teen pregnancy, emotional health and growth, adjustment to social setting of school, peer influences and family concerns. They may also assist teachers, classified staff, community partners and administrative staff in dealing with behavioral or attitude issues by communicating with students to identify the causes of their distress. When appropriate or necessary, school social workers may provide information for outside support services or agencies to help the student deal with economic, emotional or physical challenges.

MINIMUM QUALIFICATIONS:

1. Masters Degree
2. Background and Criminal History Clearance
3. Valid Oregon Teaching License with School Social Worker Endorsement
4. Skill in supporting students and families in accessing school and community resources to address academic and non-academic obstacles to student learning.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
6. Skill in leadership and facilitation, including problem solving and conflict resolution.
7. Excellent organizational skills for effectively managing multiple tasks.
8. Ability to understand and follow oral and written instructions.
9. Knowledge of federal and state Educational and Special Education law and regulations sufficient to ensure compliance.
10. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Collaborate and communicate effectively with student, family, school community partners, school consultants to address barriers to the student's educational setting.
3. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
4. Conducts a variety of assessments of students to determine student needs.
5. Observes students in learning and educational activities to determine impact of academic and non-academic obstacles within an educational setting.

6. Analyzes student assessment results and assists teachers and others to implement appropriate instructional and educational interventions.
7. Creates written reports of evaluation results and makes these available to the educational team in a timely manner.
8. Interprets results of academic and non-academic assessments for student, parents, and school staff.
9. Communicates with students and parents in a professional manner when providing services.
10. Provides consultation to Student Intervention Teams for particular students upon request.
11. Provides staff development to staff regarding administration and/or results of academic achievement assessments.
12. Communicates with Student Services Director in all purchasing requests.
13. Follows all safety rules and takes all reasonable precautions to provide a safe and secure environment when meeting with students.
14. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
15. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
16. Assists students, parents, school staff and community members as needed.
17. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
18. Complies with professional development activities as required by the District.
19. Actively seeks out and participates in professional development activities designed to improve professional competence.
20. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
21. Holds expectations for high performance of self, colleagues and students.
22. Assesses results of performance for improvement on a regular basis.
23. Demonstrates computer literacy and operates software programs as related to job responsibilities.
24. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
25. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
26. Follows all District or supervisor policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
27. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
28. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 191-201 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date