

# Houston County Schools

## Job Description

**Job Title:** School Social Worker

**Reports To:** Student Support Coordinator

The following duties are typical for this job. These are not to be construed as exclusive or all-inclusive.

**Other duties may be assigned and required by the immediate supervisor.**

### **Essential Duties and Responsibilities:**

- Obtains information and writes social history reports including educational, personal, medical, developmental and family data.
- Assists in integrating new and returning students into the school.
- Plans, coordinates, and supervises an effective school social work program.
- Maintains up-to-date, accurate student records.
- Serves as a liaison to community agencies and practitioners and works with them in providing comprehensive services to students.
- Provides information to school staff about social needs and concerns of students and families.
- Reports student and family status and progress regularly to school personnel.
- Orients school personnel to school social work services.
- Provides staff development activities for school personnel on topics such as abuse, neglect, developmental delays, emotional disturbances, substance abuse and suicide prevention.
- Mediates between family and school, clarifying expectations for students.
- Interprets criteria for community resource utilization to families and assists in locating appropriate services outside the school when needed.
- Reports student progress and status regularly to parents.
- Provides training in parenting skills.

### **Qualifications:**

- A Master's Degree from an accredited college or university.
- Tennessee Department of Education endorsement of either 107 or 488 and associated required degrees.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- It is the responsibility of the employee to secure a certificate and to maintain its validity. When an employee's contract must be terminated because the certificate has lapsed or otherwise become invalid, the director of schools shall immediately suspend the employee without pay pending disposition of the matter. The employee shall be notified of the reason for the suspension and given an opportunity for a hearing before the board.