



## **SCHOOL SOCIAL WORKER STANDARD POSITION DESCRIPTION**

**Position Title: School Social Worker**  
**Reports to: District Administrator**  
**Bargaining Unit: NCEA**

**Location: Assigned Schools**  
**FLSA Status: Non-Exempt**

**This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

### **Part I: Position Summary:**

The purpose of this position is to assist students and families in designated school(s) by developing, coordinating and providing a comprehensive set of wraparound services to address non-academic barriers. Position is responsible for supporting the needs of the student population and ensuring the delivery of services to facilitate the student's attendance and access to an appropriate education. Position assesses needs of students and families; connects students and families to resources in and out of the district; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to and conducts related training for school staff.

### **Part II: Supervision and Controls over the Work:**

The School Social Worker works under the supervision of an assigned administrator and receives specific project and work direction and guidance from a variety of staff members to include school staff, special education staff and other school/department administrators. Work is controlled and/or guided by professional practice, the national school social worker model, licensing agencies, school and district policies, procedures, and specific directions and expectations.

### **Part III: Major Duties and Responsibilities:**

1. The School Social Worker collaborates with school staff to develop interventions for students identified as needing support and develops individualized service plans that promote student success. This includes such teams as IEP, CARE Team, MTSS Team.
  
2. The School Social Worker provides crisis intervention to students and develops intervention strategies with the student to increase academic success.

3. The School Social Worker implements case management services; monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.
4. The School Social Worker provides instruction to students learning how to manage themselves, friendships, family change and emotional regulation.
5. The School Social Worker guides and assists students in peer relationships and in developing effective coping/personal skills.
6. The School Social Worker acts as the “team lead” for the social services staff working in the schools of the high school they feed into.
7. The School Social Worker coordinates and facilitates a meeting of the collaborative partners in each school.
8. The School Social Worker actively participates in professional, community and interagency meetings.
9. The School Social Worker maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
10. The School Social Worker serves on both school-based and system-wide committees to address school climate, equity, educational issues, school adjustment problems, safety issues, social emotional learning and program development for students.
11. The School Social Worker conducts staff development on issues related to trauma, addiction, equity, needs of the students and families and social-emotional-environmental factors that impact learning.
12. The School Social Worker makes appropriate referrals to community agencies (e.g. counseling, financial assistance, medical, psychological).
13. The School Social Worker develops relationships with school administrators, staff, students, families and community stakeholders to develop and coordinate a comprehensive and equity-focused strategic set of services to address non-academic barriers for students and their families.
14. The School Social Worker collaborates with a team of school personnel, service providers and community stakeholders to document, monitor and assess direct and indirect wraparound services for students and families.



15. The School Social Worker participates in continuous improvement efforts to make changes to individual and team practices. Utilize data and outcomes to inform decision making with partners, internal program staff and families.

16. The School Social Worker acts as a liaison between community agencies, partners and staff.

17. The School Social Worker facilitates mental health support groups and assists with conflict resolution and anger management instruction.

18. The School Social Worker tracks measurable outcomes and provides reports as needed. Maintain accurate and timely service coordination and partnership records.

19. The School Social Worker acts as an ongoing member of the district Crisis Response Team.

20. The School Social Worker models non-discriminatory practices in all activities.

21. The School Social Worker performs other duties as assigned.

**Part IV: Minimum Qualifications:**

The School Social Worker must have successful experience in working with racially, linguistically and/or culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse Population.

1. Must possess a master's degree in Social Work (MSW).
2. Must possess a **TSPC School Social Worker License** or be able to obtain licensure within two years of employment.
3. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
4. Must possess a demonstrated knowledge and understanding of school law as it relates to intervention strategies and referral sources.
5. Must possess excellent assessment, case management, interpersonal, and verbal and written communication skills.
6. Must possess the ability to conduct training to staff.



7. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
8. Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications, in a warm and confident manner.
9. Initiative and ability to follow directions and meet designated timelines.
10. Ability to work independently with minimum supervision and as part of a high-performing team.
11. Commitment to maintaining an awareness of best practices.
12. Ability to maintain confidentiality of all school and personnel matters.
13. Current Oregon Driver's license and own vehicle

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.
2. Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands.
3. Work involves physical effort encountered in normal, everyday office activities.
4. Position requires occasional local travel in the community.
5. The employee must occasionally lift and/or move 25 to 50 pounds.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
7. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.