

SCHOOL DISTRICT OF DESOTO COUNTY

SCHOOL SOCIAL WORKER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Social Work from an accredited educational institution with 3 years in-field experience preferred.
- (2) Valid Florida teacher certification in appropriate area.
- (3) Valid license through the Department of Public Health within two years.
- (4) Valid Florida Driver's License, Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Knowledge of child development, mental health issues and family dynamics. Knowledge of available services in the community and how to access them. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Ability to work cooperatively with others. Ability to interview, assess and evaluate. Ability to organize and manage time. Ability to use student databases.

REPORTS TO:

Director/Associate Director of Student Services

JOB GOAL

To implement and coordinate the academic and mental health and social functioning needs for targeted students and families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Create or select short- and long-range plans based on the individual needs of the student.
- *(2) Identify specific intended outcomes for students and their families.
- *(3) Plan and prepare a variety of interventions for students and their families considering individual student's culture, learning styles, special needs, and socio-economic background.

Administrative/Management

- *(4) Use time effectively.
- *(5) Manage materials effectively.
- *(6) Adhere to school rules, administrative regulations and Board policies.
- *(7) Establish and maintain effective and efficient record keeping procedures.
- *(8) Use technology resources effectively.

Assessment/Evaluation

- *(9) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of students.
- *(10) Assess identified students' learning situations, living situations, social functioning and mental status.

*Updated: April 23, 2024
Effective Date: July 1, 2024*

SCHOOL SOCIAL WORKER (Continued)

- *(11) Assess community resources to assist overall functioning of the child and family.
- *(12) Schedule weekly Student Assistance Program (SAP) Screening Assessments, ensure that all SAP forms are completed, filed and maintained and follow up as appropriate.
- *(13) Interpret data for diagnosis and to improve social functioning and academic goals.
- *(14) Communicate, in understandable terms, individual student progress to the student, parents, and professional colleagues.

Intervention/Direct Services

- *(15) Demonstrate knowledge and understanding of service area.
- *(16) Communicate high learning expectations for all.
- *(17) Serve as advocate for identified students.
- *(18) Counsel students and the parents/guardians of students whose behavior, school programs, mental and/or physical handicap or condition indicates needs for assistance.
- *(19) Work with personnel at assigned schools to schedule, as needed, and lead group counseling sessions to enhance the social and academic development of individual students and to provide support.
- *(20) Assist schools in remediating truancy, irregular attendance, repeated tardiness, poor academic achievement, and lack of interest in school.
- *(21) Prepare and present unresolved and/or chronic attendance/truancy cases to the judicial system and appear in court as necessary.
- *(22) Conduct home visits as requested or necessary.
- *(23) Schedule and complete requested social histories.
- *(24) Use appropriate material, technology, and other resources to help meet needs of all students.
- *(25) Recognize overt indicators of student distress, neglect or abuse and take appropriate action based on school procedures and law.
- *(26) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(27) Assist students with health and hygiene needs as required.

Technology

- *(28) Assist families in identifying technology resources in the community to enable them to fulfill their individual need.
- *(29) Use technology to establish an atmosphere of active learning.
- *(30) Provide students with opportunities to use technology to gather and share information with others.
- *(31) Use technology to review student assessment data.
- *(32) Use technology for administrative tasks.

Collaboration

- *(33) Serve as liaison between student, parents/guardians, school and community resources.
- *(34) Serve as consultant to school personnel regarding students and/or situations which are not referred for direct services.
- *(35) Consult with parents, teachers and other school personnel to determine cause(s) of problems and to offer suggestions to facilitate effective solutions.
- *(36) Refer students for medical, psychiatric and other examinations and tests that may disclose causes of problems and an indication of remedial measures.
- *(37) Communicate effectively, both orally and in writing, with other professionals, students, parents and community.
- *(38) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(39) Collaborate with other professionals and parents after recognizing student distress, neglect or abuse.
- *(40) Collaborate with peers and other professionals to enhance student learning.

*Updated: April 23, 2024
Effective Date: July 1, 2024*

SCHOOL SOCIAL WORKER (Continued)

Staff Development

- *(41) Engage in a continuing improvement of professional skills and knowledge.
- *(42) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(43) Participate in school data collection of teacher input on principal's performance assessment program.

Professional Responsibilities

- *(44) Act in a professional and ethical manner and adhere at all times to the *Code of Ethics of the Education Profession in Florida* and *Principles of Professional Conduct for the Education Profession in Florida*.
- *(45) Demonstrate attention to punctuality and regular attendance.
- *(46) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(47) Maintain confidentiality of student and other professional information.
- *(48) Comply with policies, procedures and programs.
- *(49) Exercise appropriate professional judgment.
- *(50) Support school improvement initiatives.

Student Growth and Achievement

- *(51) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- *(52) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- *(53) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **ES, SS, BS**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.