

# SEDALIA SCHOOL DISTRICT #200

**Job Title:** Social Worker/School Home Coordinator

## **Job Overview**

- Certified Staff salary schedule
- Employed for a period of 185 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Assistant Superintendent and Building Principal

## **Qualifications**

- Bachelor's Degree in Social Work preferred
- Substitute Certification
- Understanding of the role of school social worker and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Maintain confidentiality in all aspects
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Other Working Conditions**

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Possess a thorough understanding of, and an ability to relate to, youth.
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude.
- Develop and maintain a notebook of current resources available to students and their families.
- Identify factors in a student's living situation which impinge upon the student's education.
- Advocate for new and improved community/school services to meet the needs of students and families.
- Assist the system in student needs response by coordinating and consulting with school personnel and community agencies.
- Develop positive interpersonal relationships with students, families, and staff.
- Develop and maintain positive relationships with community agencies such as the Division of Family Services.
- Serve on community committees that promote positive family and community relationships, cultural diversity, and early childhood services.
- Evaluate and revise school social work program with building principals, making changes as needed.
- Provide access to crisis and short-term intervention services.

- Assist students in developing appropriate social interaction skills
- Assist students in understanding and accepting self and others.
- Assist students in developing trust among educational personnel.
- Assist parents in the facilitation of their support in their children's school adjustment.
- Assist parents in accessing and utilizing school and community resources.
- Educate parents regarding the social, emotional, physical, and academic needs of their children.
- Assist parents with enrollment information including but not limited to free and reduced lunch forms and services available through Medicaid.
- Assist parents in seeking health care such as but not limited to immunizations, well-child checks, and dental appointments.
- Provide outreach, referral, and assistance to MoHealthNet eligible and potentially eligible children and their families.
- May transport students.
- Consult school personnel regarding abuse and neglect cases.
- Assist personnel in developing and maintaining positive relationships with families.
- Assist personnel during conferences, home visits, and evaluations, acting as a liaison between home and school.
- Attend regular and special meetings as required by the administration.
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administration.

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.