

**ST. MARY PARISH PUBLIC SCHOOLS
SCHOOL SOCIAL WORKER JOB DESCRIPTION**

POSITION: School Social Worker

REPORTS TO: Coordinator of Pupil Appraisal/504, Director of Special Services

TERMS OF EMPLOYMENT: 10-Month, 11-Month, or 12-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 113/2140

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Licensed Clinical Social Worker (LCSW) in accordance with R.S. 37:2701 or holds a certificate as a licensed master social worker (LMSW) in accordance with R.S. 37:2701.

METHOD OF EVALUATIONS: Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Explain and interpret school social work services to parents, teachers, Principals and other members of the parish school system.
2. Facilitate communication between the home and the school, seeking to involve families in the educational process of their children and providing feedback to the school on family situations and problems.
3. Provide consultative services to the families of and, when necessary, counseling services to students who are experiencing problems in social and behavioral functioning at school which result from circumstances or events present in the home.
4. Serve as liaison between the school and community agencies, through reciprocal referral arrangements, collaboration on cases, and assistance to families in obtaining and utilizing local resources.
5. Function as a member of multidisciplinary pupil appraisal team in the conduct of evaluation of referred children when social, developmental, adaptive behavior, and/or family assessments are determined necessary.
6. Interpret social assessment, findings to parents, teachers, Principals, and other professional parish personnel and responsible practitioners outside the school.
7. Produce a written report of any social work assessments or other services provided to clients.
8. Provide assistance to students and their families in meeting physical and economic needs through cooperation with the referral to community agencies and service groups.
9. Provide or assist in the provision of in-service training of school personnel in areas of responsibility and expertise.
10. Participate in special education eligibility determinations and IEP staffings.
11. Maintain accurate case records on all clients regarding their referral, evaluation, and any other services provided by the social worker in accordance with the requirements of parish, state, and federal laws, regulations, and/or policies.
12. Attend staff, professional, and interagency meetings including those assigned.
13. Keep abreast of new developments in the area of school social work and keep other appropriate school personnel informed of the same.
14. Complete all required reports of the parish and State Department of Education.
15. Provide parent counseling and/or training on meaningful communication, on child management concerns, either on an individual or group basis.
16. Function as a special education liaison for designated schools.
17. Perform instructional or school-related activities as the Director of Special Services or School Board may deem necessary to enhance the school's program in a reasonable and professional manner.
18. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
19. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.

8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

QUALIFICATIONS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____