

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400b

TITLE: SCHOOL SOCIAL WORKER / MENTAL HEALTH COUNSELOR

QUALIFICATIONS: Preferred candidates will hold (or be eligible for) an Idaho Education Credential endorsed in School Counselor or Social Worker K – 12. Candidate must have a Masters Degree in Counseling, psychology, sociology or social work. Preferred candidate will have two years of post-graduate supervised work with adolescents in a clinical or school setting.

REPORTS TO: Building Principal

JOB SUMMARY: To help students resolve such personal, emotional, and social challenges as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

MAJOR DUTIES AND RESPONSIBILITIES

1. Participate in the evaluation, classification, and placement of all pupils with special needs.
2. Assess students in terms of personal and family history. Interview pupils as appropriate.
3. Interpret the implications of significant social findings as a member of the child study team and participate in educational planning for exceptional students.
4. Perform all duties required as a member of the child study team by federal and state law, administrative rules, and Board policy.
5. Observe children in special education classes on an ongoing basis.
6. Plan home visits or office interviews with family members as necessary.
7. Maintain an ongoing relationship with families for the purposes of sharing information regarding educational planning and programming for the student and assisting the family in utilizing appropriate community resources to facilitate social adjustment.
8. Initiate, facilitate, and maintain liaison with community agencies and other resources to meet students' special needs, and refer parents and children to agencies when appropriate.
9. Assist in coordinating, developing, monitoring, and evaluating the effectiveness of individualized education and / or student behavior plans.
10. Attend and participate in meetings as deemed necessary and consistent with the needs of the student.
11. Provide individual or group counseling and /or skill development groups for students.
12. Perform other duties as assigned.

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with board policy.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law; administrative rules, including IDAPA 08.02.02.120; and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes

enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	I.C. § 54-3201 et seq.	Social Work Licensing Act
	IDAPA 02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders
	IDAPA 08.02.02.27	Pupil Personnel Services Certificate
	IDAPA 24.4.01.450	Statement of Public Policy and Code of Professional Conduct

Adopted: 6/13/22

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