

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

WORKER, SCHOOL SOCIAL

JOB DESCRIPTION

JOB CODE:	611310	BARGAINING UNIT ELIGIBILITY:	Yes
FLSA:	Exempt	SALARY SCHEDULE:	Instructional

QUALIFICATIONS:

- (1) Masters degree from approved accredited educational institution in the field of school social work, social work or social welfare; and
- (2) Certified in accordance with Florida Statutes and State Board Rules as a School Social Worker (FLDOE) or Licensed as a Social Worker under the Department of Health (DOH) rules.
- (3) Valid Florida Driver's License or ability to provide transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of child development and the unique needs and characteristics of students served. Knowledge of school and community resources available for student and parent/guardians. Ability to assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Knowledge and ability to read, interpret, and follow State Board Rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Demonstrated competence in the techniques to analyze the needs and potential of individuals served. Ability to design and deliver informative and effective presentations to students, parents, and employees. Ability to exercise sound judgment in handling problem situations with competence in human and interpersonal relations skills. Ability to plan, organize, make decisions, and complete tasks with minimal supervision. Ability to exercise sound judgment in handling sensitive and confidential information. Ability to establish and maintain effective working relationships with administrators, teachers, parents, students, and community agencies. Ability to communicate effectively both orally and in writing with staff, parents, students, and the community agencies.

REPORTS TO:

District Administrator

JOB GOAL

To provide a comprehensive program of social services to students and their families dealing with a wide range of social, emotional, and cultural issues impacting student's adjustment, attendance, and/or achievement in school.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Conduct regular visits to assigned schools to receive referrals, counsel students, meet with parents, and consult with teachers and other appropriate school staff concerning identified students, and maintain daily travel logs.

WORKER, SCHOOL SOCIAL (Continued)

- * (2) Serve as a communication link in the program area between schools, parents, and community agencies, and refer parents and students to appropriate school and community resources, as needed.
- * (3) Serve on assigned Crisis Team to help students and school staff deal effectively with the emotional impact of individual grief and broad loss issues.
- * (4) Work collaboratively with appropriate school staff on student problems relating to academic difficulties, poor attendance, social adjustment, emotional/behavioral difficulties, economic needs, health or medical needs, discipline or other personal and family problems.
- * (5) Assist with and coach school staff in identifying, developing, implementing, and monitoring of research-based, school-wide, class-wide, and individual academic and behavioral interventions to increase intervention fidelity.
- * (6) Contribute to the development and implementation of problem-solving interventions and Individual Education Plans through active participation in 504 plan accommodation meetings, Functional Behavioral Assessment meetings, and Exceptional Student Education conferences, staffings, manifestation meetings, and related meetings.
- * (7) Provide early intervention services for struggling learners to link them with appropriate resources.
- * (8) Promote an understanding of the relationship between school attendance and academic achievement by facilitating a comprehensive approach to increasing school-wide attendance.
- * (9) Make appropriate contacts, upon referral, with parents to discuss students' problems, offering counseling where appropriate, and developing plans with parents and schools for solutions.
- * (10) Conduct home visits, as necessary and appropriate, to provide effective program support to students and families.
- * (11) Provide individual, small group, and classroom services/support to identified students who need academic and behavioral support in order to help them succeed in their educational environment.
- * (12) Assist students in the development of self-esteem, decision-making skills, communication skills, problem-solving skills, coping skills, social skills, bully-proofing, anger management, stress reduction, and conflict resolution.
- * (13) Respond to requests to evaluate students referred for expulsion and provide case management services for students referred from District staff who are allowed to return to a school setting in lieu of expulsion.
- * (14) Provide follow-up services to students identified as dependent (DP) and transitional in order to promote educational stabilization.
- * (15) Provide inservice trainings and presentations for teachers, school personnel, parents, and community groups in areas such as attendance procedures, child abuse/neglect, suicide prevention, threat assessment, homelessness, school-wide interventions, substance abuse, community resources, and parenting.
- * (16) Maintain knowledge and understanding of school laws, policies, and procedures in order to appropriately consult with school staff and parents regarding selected school issues (i.e., compulsory attendance, child abuse/neglect, domestic violence, school entry and health requirements, exceptional student education, substance abuse, homelessness, emotional/behavioral, bullying, discipline, etc.).

WORKER, SCHOOL SOCIAL (Continued)

- *(17) Provide school social work services as defined in the Individuals with Disabilities Education Act, including preparing social and developmental history information, collaborating with other district and school staff to coordinate services, and working with parents, school, and community resources to enable students to receive maximum benefit from their educational program.
- *(18) Provide information, education, and/or consultative services to parents of identified students regarding parenting skills.
- *(19) Enlist the cooperation and active participation of parents in the school-student-parent relationship.
- *(20) Provide school social work service to students and parents in a way that is sensitive to the culture of the families, which supports and enhances parental interest in the students' school life and empowers students and families to gain access to and effectively utilize appropriate community resources.
- *(21) Maintain adequate safeguards for privacy and confidentiality of student information according to the state and federal law.
- *(22) Create and maintain accurate case-load records, daily activity logs, statistics, and reports for effective communication, documentation, departmental statistics, accountability, and program evaluation.
- *(23) Monitor program for effectiveness and/or compliance.
- *(24) Collect, analyze and interpret data and audit forms and reports for accuracy and completeness.
- *(25) Demonstrate positive interpersonal relationships with students, peers, supervisors, and school/community.
- *(26) Encourage self-assessment by students and assist them in developing plans for improving their performance, as appropriate.
- *(27) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(28) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- *(29) Participate in meetings, training sessions and other activities for improvement of professional knowledge and skills.
- *(30) Prepare all required reports and maintain all appropriate records.
- *(31) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- *(32) Engage in continuing improvement of professional knowledge and skills.
- *(33) Keep abreast of current trends in school social work.
- *(34) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- *(35) Demonstrate punctuality and regular attendance.
- *(36) Assist in enforcement of school rules, administrative regulations and Board policy.
- *(37) Comply with policies, procedures and programs.
- *(38) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- *(39) Support school improvement initiatives by active participation in school activities, services and programs.
- *(40) Manage materials and equipment effectively.
- *(41) Instruct and supervise the work of volunteers and aides when assigned.
- *(42) Supervise students at all times to ensure a safe and orderly environment.

WORKER, SCHOOL SOCIAL (Continued)

- *(43) Maintain a clean, attractive and organized learning environment.
- *(44) Maintain accurate and complete records in accordance with District procedures.
- *(45) Maintain confidentiality of student and other professional information.
- (46) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 11

Adopted: 9/4/18

Revised: 2/18/20