

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SCHOOL SOCIAL WORKER

SALARY SCHEDULE: INSTRUCTIONAL (MODIFIED)

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Certification in School Social Work.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, mental health issues and family dynamics. Ability to interview, assess and evaluate. Skills in oral and written communication. Ability to organize and manage time. Knowledge of available services and ability to access them.

REPORTS TO:

Supervisor, Pupil Support Services

JOB GOAL

To deliver social work services to schools and students to resolve personal, emotional and social problems and to enhance learning and personal growth.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide counseling to individual students at assigned schools having emotional, social, behavioral or attendance problems.
- * (2) Provide counseling services to parents of students who are having problems.
- * (3) Assist in the referral process of students or parents to appropriate agencies.
- * (4) Develop social and Developmental History from the parent / guardian for assessment and placement of students.
- * (5) Serve as a member of assessment and support teams with the school.
- * (6) Provide consultation / collaborative services to teachers, principals, counselors and other school personnel.
- * (7) Perform classroom observations during the assessment process.
- * (8) Serve as liaison between school and home.
- * (9) Make home visits during assessment and follow-up.
- * (10) Prepare and maintain records as required.
- * (11) Demonstrate organizational skills and use time effectively.
- * (12) Help parents understand and accept services from community agencies.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Model and maintain high ethical standards.
- * (15) Follow attendance, punctuality and proper dress rules.
- * (16) Maintain confidentiality regarding school matters.
- * (17) Maintain positive relationships with staff.
- * (18) When necessary will be able to transport family and/or student.
- * (19) Participate in workshops and training sessions as required.
- * (20) Communicate effectively with staff, parents and students.

SCHOOL SOCIAL WORKER (Continued)

- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.
- *(23) Follow all School Board policies, rules and regulations.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

EVALUATION:

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

Job Description Supplement No. 03

*Essential Performance Responsibilities