

SOCIAL WORKER

Job Description

SUPERVISOR:	Principal
EMPLOYED BY:	CSA
CLASSIFICATION:	Exempt, Full-time
JOB GOAL:	To promote understanding of the emotional and social development of children and the influences of family, community, and cultural differences on student success along with the implementation of effective intervention strategies. To create excellent conditions for working and learning, and to improve student achievement, parent satisfaction, and community support with an emphasis on supporting the needs of the whole child.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Conducts assessments and evaluations in accordance with family and student rights.
- Uses student, family, and school assessment results to identify needs that affect student learning.
- Provides social work counseling to students and parents.
- Provides psycho-social assessment and diagnosis of behavior disabilities with recommendations and/or environmental manipulations at the school, home, and/or community with periodic reevaluations.
- Evaluates transcripts; participates, as requested, in planning, implementation and follow-up phases of proficiency testing.
- Participates in Child Study Process and Individual Education Plan (IEP) process as required.
- Makes referral to public or private agencies with appropriate follow-up
- Serves as a liaison between school, family, and community resources.
- Serves as a source of information regarding community resources.
- Participates in case conferences involving cooperation with other pupil personnel workers, school personnel, and community agencies.
- Acts as a consultant to resolve problems concerning issuance of credits.
- Work with students on an individual basis in seeking solution to personal problems related to such areas as home and family relations, health, and emotional adjustment.
- Participates in the development of policies and regulations that affect instruction and conditions of success.
- Works cooperatively with the Health Education Teachers to carry out the Academy's sex education program.



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- Provides in-service training for staff in guidance programs and in student conflict resolution and self-awareness programs.
- Conforms to the National Association of Social Work (NASW), Code of Ethics, and Standards for School Social Work practice.
- Assumes responsibility for the orderliness of the learning environment and the appropriate and safe use of instructional facilities and equipment.
- Maintains and administers the student records system according to the Academy, state, and federal regulations and protects the system's confidentiality.
- Organizes time, resources, energy, and workload in order to meet responsibilities.
- Participates in appropriate professional development activities to improve knowledge and skills.
- Assumes other responsibilities assigned by the Principal.

REQUIREMENTS:

Minimum Requirements:

- Valid state certificate as School Counselor, or School Social Worker.
- Demonstrated competence in all areas of focus.
- Social work case reporting and writing skills.
- Ability to counsel students, parents, and staff, individually and in groups.
- Excellent verbal and written expression using proper grammar and vocabulary.
- Exemplary work habits verified by previous employers.
- Strong interpersonal skills.

Desired Requirements:

- Knowledge and skills of the IEP process.
- Knowledge and skills working with At-Risk students.

WORK ENVIRONMENT:

While performing duties of this job, it is an indoor and outdoor working environment subject to bending, crouching, and kneeling to assist students; pushing/pulling and lifting of recreation equipment; standing/walking for prolonged periods of time; occasional running and jumping; and reaching in all directions. While performing duties of this job, employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.



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TERMS OF EMPLOYMENT:

Salary and work schedule established by CSA and approved by the Academy Board via the annual school operating budget and calendar approval process.

LEGAL REQUIREMENTS:

Criminal Records Check, Unprofessional Conduct Disclosure Release, Sex Offender Registry Clearance, Employment Eligibility Verification using e-verify, and ICHAT clearance.

EVALUATION:

The Principal and designated CSA employees evaluate job performance through systematic input from various primary internal and external stakeholders.

STATEMENT OF UNDERSTANDING:

I have reviewed this job description with my Supervisor. I understand the requirements, essential functions and duties of this position. I also understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of me as an employee.

Signature of Employee

Date Signed

Printed Name of Employee

Date Signed

Signature of Supervisor

Date Signed

Printed Name of Supervisor

Date Signed