

JOB DESCRIPTION

TITLE

School Social Worker (PreK-12)

POSITION TYPE

Exempt

PRIMARY FUNCTION

The School Social Worker (SSW) works collaboratively with students, families, community agencies and available support services to provide division-wide student support services across PK-12. The SSW is a vital link between home, school and community, connecting families and students with opportunities and community resources and coordinating available resources for assistance. The individual in this position will assess, intervene, advocate, consult and support students and families, working with team members to plan and determine the best course of action for student success and well-being.

MINIMUM QUALIFICATIONS

- Master's degree in Social Work (MSW) and licensure or eligibility for licensure in School Social Work
- Ability to interact with a variety of community service personnel and public agencies
- Ability to communicate and interact effectively with parents, building personnel, students, and individuals from a variety of populations and backgrounds
- Knowledge of child development (0-22 years of age)
- Understanding and knowledge of various development screening assessments and sociocultural measures
- Adherence to all professional Code of Ethics, ethical and professional standards and values, as well as knowledge of federal and state law, including IDEA, ADA, Code of Virginia (compulsory attendance), McKinney-Vento Acts, Foster Care, etc.

REPORTS TO

Superintendent

PERFORMANCE RESPONSIBILITIES

- Partners with parents and others to determine issues in a child's living situation (work, home, community) that adversely affect a child's success at school. Provides outreach services and assistance to school personnel with families who may be difficult to contact
- School Division advocate and liaison for all families and students determined to be homeless under the guidelines of the McKinney-Vento Act and prepares all state- and federally-mandated reports related to homelessness
- Prepares, completes and presents/interprets data for sociocultural assessments for students with identified or suspected disabilities
- Attends and participates in child study, attendance improvement, manifestation determination review, IEP, Section 504 and eligibility meetings as appropriate
- Provides group and individual counseling, as appropriate, with students and their families
- Conducts home visits with students and families, as appropriate, to assess the family and conduct interview in response to school referrals
- Participates as a member of attendance improvement meetings for students, documents attendance

interventions and serves as the court services liaison for the school division

- Serves as a member of the Family Assessment and Planning Team (FAPT) and acts as case manager as necessary/appropriate
- Provides support, training and consultation services to faculty and staff, community members and groups regarding homelessness, child protective services (CPS), attendance residency laws, custody and other topics as needed
- Provides crisis intervention services for students, responds to critical needs and serves as school division reporter for suspected cases of child abuse. SSW will also serve as one legal reporting source for suspected student suicide cases, along with the principal, school psychologist and school nurse.
- Serves as a member of school crisis teams to provide individual and group counseling in the event of any school-wide crises
- Collaborates with local social services, CSB, community agencies, health departments, and other agencies, as appropriate to assist with outreach services and developing positive behavioral intervention strategies for students
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur
- Performs other related duties as assigned

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

TERMS OF EMPLOYMENT

11 month contract/220 days. Salary according to School Board Pay Plan.

EVALUATION

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY SUPERINTENDENT

01/19/2016 (Updated 7/15/19)

JOB DESCRIPTION PREPARED BY

Director of Human Resources

The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.