

## **PARKWAY SCHOOL DISTRICT**

### **SCHOOL SOCIAL WORKER JOB DESCRIPTION**

**TITLE:** School Social Worker

**REPORTS TO:** Director of Student Development

**EDUCATIONAL REQUIREMENTS:** The required academic degree is a Masters of Social Work from a graduate school accredited by the Council on Social Work Education.

**JOB GOAL:** Under the direction of the Director of Student Development the primary role of the School Social Worker is to identify and assist students, families, and school systems to overcome barriers that interfere with learning through the use of assessment, counseling, consultation, coordination of school and community resources, and program development. The School Social Worker utilizes knowledge of human behavior, social, cultural and community influences to help create a positive learning climate. The School Social Worker functions as a mental health professional on the multi-disciplinary teams and provides case management services. School Social Workers will conform to the standards established by the National Association of Social Workers (NASW) code of ethics.

#### **PROFESSIONAL SERVICES:**

##### **ASSESSMENT/EVALUATION**

1. Provides psychological assessments to determine the social, emotional, behavioral needs of students for the purpose of pinpointing the source of school or parental concerns; provides effective intervention strategies which will lead the student to be more successful in school.
2. Collects and records information to share with appropriate personnel as a component of case study.
  - a. Initiates parent conferences or contact.
  - b. Interviews students and others.
  - c. Reviews student records.
  - d. Observes student in various environments when appropriate.
  - e. Obtains medical, social, or educational information about a referred student from community agencies.
3. Serves on multidisciplinary team(s) to address needs of students with or without disabilities to assure implementation of appropriate services, programming and/or placement.
  - a. Shares appropriate family, cultural, social, economic and developmental information.
  - b. Assists in the development of intervention strategies to meet individual social, emotional learning needs.
  - c. Shares in the decisions regarding placement and services for special needs children.

## CONSULTATION

1. Contributes special knowledge of human behavior and relationships to staff.
2. Provides consultation to administrators and teachers on broad areas of mental health.
3. Consults with staff and teachers on school and student needs.
  - a. Consults with classroom teachers to help them better understand and work with particular students or manage particular classes of students.
  - b. Consults with teachers, when appropriate, in the development of classroom management programs.
4. Consults with administrators.
  - a. Assists administrators with issues relative to IDEA, 504, Safe Schools, etc.
  - b. Assists administrators with issues relative to the Missouri Division of Family Services and the St. Louis City and County Family Courts.
5. Consults with parents regarding ways they can help their child become effective in school.
  - a. Makes provision to be available to parents for education-related purposes.
  - b. Confers with parents concerning their feeling about special education services/placements; assists them at multi-disciplinary conferences.
  - c. Provides emotional support to parents.

## INTERVENTION

1. Provides crisis intervention services.
  - a. Intervenes and assesses Parkway students who demonstrate suicidal ideation and/or behavior.
  - b. Participates as a member of the crisis response team.
  - c. Assists teachers, administrators, counselors and nurses in the identification and reporting of suspected child abuse and neglect.
  - d. Deals with students who threaten to or runaway away from home or school.
  - e. Helps students and/or parents cope with the impact of conditions such as unemployment, illness, divorce, pregnancy, death, relocation, drug addiction, etc.
  - f. Serves as Homeless Coordinator.
  - g. Deals with students experiencing emotional traumas i.e. anger outbursts, anxiety, panic attacks, etc.
2. Evaluates students to determine their need for school social work or other services.
3. Employs appropriate social work methods in situations affecting the student's educational progress.
  - a. Locates resources for meeting student needs.
  - b. Provides information about resources to parents, students, and others.
  - c. Assists parents and students to avail themselves of resources.
4. Provides direct services to students and parents.
  - a. Counsels individual students/groups regarding issues which interfere with adjustment and/or performance within the educational setting.
  - b. Provides short-term individual casework services to students.
  - c. Provides long-term individual casework services to students.
  - d. Counsels with students and parents as a family system.

- e. Works with parents as individuals or in groups.

#### COORDINATION/LIAISON

1. Serves as liaison between school, families and community agencies.
  - a. Serves on interdisciplinary teams within the school system.
  - b. Serves on inter-agency committees.
  - c. Promotes mutual respect, understanding and support between school and home.
  - d. Interprets school social work services to the community.
2. Effectively utilizes community resources to serve family and student needs.
  - a. Keeps current on services provided by community resources.
  - b. Makes appropriate referrals to community agencies e.g. counseling, financial assistance, medical, psychological.
  - c. Performs follow up on referrals.
3. Serves as school liaison to the Missouri Division of Family Services and the St. Louis County/City Family Courts.
  - a. Identifies and develops strategies to ameliorate the factors that contribute to a student's excessive absences.
  - b. Assists in the recognition, identification of child abuse/neglect situations.
  - c. Assists schools in developing and following procedures related to attendance concerns.
  - d. Responsible for reporting child abuse/neglect and educational neglect situations to the Missouri Division of Family Services.
  - e. Responsible for reporting truancy situations to the family courts.
  - f. Serves as school based coordinator of the Pilot Probation Program.
4. Provides input to assure that student's educational, social, emotional and material needs are met in accordance with established laws, rules, and regulations.

#### PLANNING/PREPARATION

1. Assists the school in planning programs that prevent, reduce or alleviate situations which interfere with the learning process of students.
  - a. Participates in multidisciplinary staff conferences regarding systems needs.
  - b. Plans programs for preventive education (drug awareness, child abuse, sexual harassment, attendance, etc.)
  - c. Participates in school research.
2. Provides input as requested into district-wide and departmental policy and planning decisions.
  - a. Participates in district-wide and departmental meetings.
  - b. Attends state and national meetings as representative of system.
  - c. Assists in developing departmental policy.

#### ADMINISTRATION/MANAGEMENT

1. Organizes time, resources, and services to meet workload demands.
  - a. Plans a schedule of activities.
  - b. Makes and accepts referrals.
  - c. Provides follow-up and feedback.
2. Maintains accurate, complete, and punctual records as required by law, district policy, and administrative directions.
  - a. Documents information to substantiate circumstances relating to pertinent events.
  - b. Prepares timely and accurate reports and data.
  - c. Maintains adequate case records.
  - d. Uses established reporting channels and procedures.

#### PROFESSIONAL RESPONSIBILITIES/DEVELOPMENT

1. Abides by NASW's Professional Code of Ethics.
  - a. Demonstrates confidentiality in client relationships.
  - b. Interprets and abides by laws related to the rights of clients.
2. Participates in professional growth activities.
  - a. Attends workshops, training sessions, conferences, and courses.
  - b. Relates current knowledge to practice.
  - c. Practices professional renewal through a variety of means such as attending regional and national conferences, participating in professional school social work organizations, and/or contributing literature to the field of school social work and education.
3. Promotes public awareness regarding school social work services.
4. Conducts or participates in periodic needs assessments.
5. Develops, implements, and evaluates the school social work program.
6. Supervises school social work interns.
7. Plans and/or provides in-service training programs.
8. Performs related professional responsibilities.
  - a. Uses appropriate channels of communication.
  - b. Understands and works within one's role in the district and contributes to the total efforts of school social work services.
  - c. Adheres to established regulations, policies, rules, and laws.
  - d. Carries out other duties mutually agreed upon by the school social worker and administrator.