

Job title	<i>School Social Worker</i>
Reports to	<i>Principal</i>

Job purpose

The purpose of the school social worker is to perform specialized social work in an educational setting to enable students to achieve optimal learning. Position collects, interprets, and synthesizes information about a student’s social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning. Position works cooperatively as an interdisciplinary team member to provide services and to devise an appropriate service plan for referred students and their families.

Duties and Responsibilities

- Performs casework services with students and families to help resolve student’s behavioral and social problems.
- Selects and administers age appropriate assessment methods and materials in order to determine the needs of the student.
- Consults with teachers and other school personnel to obtain information regarding the reason for referral
- Gathers background information on the student’s social history by conducting behavioral observations, making home visits, conducting interviews, and reviewing school records.
- Submits comprehensive socio-cultural assessment reports that address the reason for referral and include appropriate recommendations.
- Communicates case findings and recommendations to teachers and other school personnel as needed.
- Participates in eligibility committee meetings and contributes to the development of the Individualized Education Plan (IEP) as needed.
- Serves as a resource to teachers and staff regarding social work services and the academic/social needs of students.
- Conferences with and provides information, support, and counseling to parents/guardians of students.
- Provides in-service training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students.
- Organizes and conducts specialized programs to include parent training classes and student support activities.
- Conducts specialized individual and group counseling sessions to address specific emotional, social, and behavioral needs of students.
- Serves as a liaison between the student, home, school, private counseling facilities and community resources such as social services, court services, and family service agencies.
- Coordinates and oversees services provided by outsourced service providers (i.e. counseling and social services). Leads weekly meeting with all providers.
- Acts as a member of the school crisis team to provide intervention to students as necessary. This includes filing all DCS and Title 9 reports.
- Tracks attendance and completes truancy documentation and follow up with parents.
- Conduct home visits as needed.
- Makes court appearances to present data and performs court-requested evaluations as needed.

- Models nondiscriminatory practices in all activities.

*Other duties as assigned

Qualifications & Skills

- Bachelors Degree in Social Work (Master’s preferred)
- 3-5 years of work experience in School Social Work
- Must possess an Indiana School Social Worker license
- Typing, Basic Math, Effective Communication
- Ability to operate standard office equipment (i.e. fax machine, copier, computer, telephone, etc.)
- Professional, Friendly, Flexible, Organized

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	