

School Social Worker

FLSA Status: Exempt

Created: May 2022

Last Reviewed: July 2024

RESPONSIBLE TO: Site Administrators

TERMS OF EMPLOYMENT: Refer to Certified Personnel contract

PAY RATE: Refer Certified Personnel Salary Schedule

Definition:

Under the direction of site administration, the School Social Worker will provide school-based mental health services at school sites. The School Social Worker will assess and define problems students may be experiencing with school attendance and performance, family interactions, social problem and school-community relations which interfere with the student's ability and potential to obtain a satisfactory education; consult and assist parents, teachers and other concerned with the child and his/her family planning appropriate strategies for the problem and to assure services are provided according to planned strategy.

Essential Functions Duties and Responsibilities:

1. Consult and collaborate with school personnel to promote a school environment responsive to the needs of children; provide in-service training services to school staff on positive behavioral interventions, evidence-based interventions and other best practices.
2. Coordinate and facilitate parent engagement activities
3. Conduct bio-psycho-social assessments for behavior; create intervention plans for behavioral support
4. Provide crisis intervention and family consultation services
5. Provide training for parents on parenting and behavior management
6. Identify and develop programs and activities to address situation adversely affecting the personal, socio-emotional and academic development of the students
7. Work as part of the team to support school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that improves academic and social behavior outcomes for all students
8. Provides individual and group counseling and social skills groups with students.
9. Is prepared and participates in behavior counseling, individual or group settings, intervention, collaboration and other means, specific to social/emotional learning, behavior needs, and others as assigned or needed.
10. Coordinate and facilitate you development activities
11. Maintain records for the purpose of documenting activities and complying with mandated requirements, including but not limited to case management records
12. Maintain confidentiality of information for the purpose of meeting privacy requirements

13. Prepare reports, documents and other write materials for the purposes of documenting activities, providing written references, and/or conveying information
14. Conduct home visits as needed
15. Act as a community liaison with social service agencies and community networks
16. Make appropriate referrals to mental health, social services and other community agencies as needed.
17. Consults with teachers and administrators regarding appropriate academic and behavioral interventions.
18. Consults with parents regarding individual student needs.
19. Consults with school-based counselors, especially in the area of response to behavioral concerns and students in crisis, as well as academic interventions
20. Maintains regular in-person, on-site visits with regard to meetings, collaboration, and fulfilling other assigned duties and responsibilities.
21. Will prioritize on-site visibility and availability to school staff and others as necessary.
22. Maintains responsive lines of communication among students, parents, and staff involved with all special education programs.
23. Attends professional seminars, conferences, district meetings, and workshops as required by the position and with administrative consent.

Competencies (Knowledge, skills, abilities):

- Must have knowledge of available mental health resources.
- Ability to appropriately handle confidential information in accordance with District policies.
- Ability to establish and maintain productive working relationships with staff, colleagues, and the general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to complete assigned tasks with minimal supervision.
- Ability to organize office settings and work environments to efficiently accomplish tasks.
- Ability to read, write, and communicate effectively in English at a level required for successful job performance.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from management, and/or public groups.
- Ability to work with applicable mathematical concepts.
- Ability to apply common sense understanding to carry out essential duties of this position.
- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to troubleshoot and solve problems involving concrete variables situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to communicate with school staff, case managers, parents, administrators, colleagues, and others with efficiency, organization, and promptness in coordinating student services.
- Ability to use computer technology efficiently including word processing, presentation software, Microsoft Office software applications, etc.
- Ability to appropriately handle confidential information in accordance with District policies.

Qualifications:

Required Education and Training:

Master's Degree from an accredited college/university program in Social Work or related field of study.

Licenses and Certifications:

- Must possess or be able to acquire a Nevada School Social Worker license.
- Licensure as a Clinical Social Worker is desired.
- Must possess a valid driver's license that allows the employee to legally operate a motor vehicle.
- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions: Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Evaluation: Position will be evaluated in accordance to NRS 391.3125 and/or 391.3127

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____

Date: _____