

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SOCIAL WORKER

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certification in School Social Work.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, mental health issues, and family dynamics. Ability to interview, assess, and evaluate. Skills in oral and written communication. Ability to develop and maintain effective relationships with students, teachers, and families. Ability to organize and to manage time. Knowledge of available services and how to access them.

REPORTS TO:

Director, Student Services / Exceptional Student Education

JOB GOAL

To deliver social work services to help students resolve personal, emotional, and social problems and to enhance learning and personal growth.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Confer regularly with principals, teachers, other student service disciplines and school specialists regarding children with learning and behavior problems.
- * (2) Make home visits as a follow-up to exceptional student education referrals and re-evaluations.
- * (3) Observe and interview children in school and / or home settings, individually and in groups, for evaluative and remedial purposes.
- * (4) Act as liaison between home and school to obtain, share, clarify and coordinate information.
- * (5) Enlist the cooperation of the parents in examining the family situation and together assess the strengths and the problem areas.
- (6) Assist parents to see how they can contribute positively to their child's growth and development.
- (7) Assist families to improve their relationship with the school.
- (8) Help families understand and accept services from other community agencies when such specialized assistance is necessary.
- (9) Work cooperatively with appropriate community health, education and welfare resources, sharing, obtaining and coordinating information, reports, recommendations and activities for maximum use of all resources.
- (10) Assist with the transportation of students and / or parents to appropriate community health, education and welfare resources when necessary in planning for the student.

SOCIAL WORKER (Continued)

- (11) Participate in interpretation, implementation and working through of staffing recommendations.
- (12) Consult with faculty individually or in groups to aid in developing educational and social work plans which will enhance learning, personal growth and development of all children.
- (13) Initiate and / or participate in in-service training, studies and research relevant to social work provided to schools.
- (14) Participate in activities of professional, civic and community organizations in order to develop and improve family life and community resources.
- (15) Help to improve students' attendance at schools, which may include coordinating services with HRS, school office staff, parents and students.
- (16) Provide individual and group counseling with children and parents when necessary.
- (17) Write and maintain social services reports and records pertaining to referrals for special school service programs.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(19) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 4
Lane 8 of the Instructional Salary Schedule
DOE Job Code 61131**

Revised Board Approval 04/11/2017