



Job Title:	Social Worker	Wage/Hour Status:	Exempt
Reports To:	Director of Guidance & Counseling	Pay Grade:	Professional 2B
Dept. /School:	Student Services/ Assigned Campus	Date Revised:	09/16/2011

Primary Purpose:

Perform casework service to help K-12 students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process.

Qualifications:**Education/Certification:**

Master's degree in social work from an accredited college or university Valid Texas license as a master social worker granted by the Texas State Board of Social Worker Examiners

Special Knowledge/Skills:

Knowledge of individual and group counseling skills Knowledge and skill in casework methods Strong consultation skills for conferencing with teachers, parents, and students Knowledge of prevention and intervention strategies, including behavior management interventions Awareness and ability to access community resources Excellent organizational, communication, and interpersonal skills

Experience:

Two years experience in social work

Major Responsibilities and Duties:**Social Work:**

1. Conduct group and individual counseling sessions to enhance social development of students and provide peer support in areas such as grief, stress, or chemical dependency.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of available and appropriate resources.
3. Supervise the referral of students to outside agencies.
4. Serve as liaison between student, home, school, and community resources, such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members. Access and work closely with community agencies to identify resources for student and family support.
5. Provide crisis intervention and preventive support as needed by students and their families.

Assessment:

6. Make home visits as needed to gather information relating to students.
7. Consult with parents, teachers, and other school personnel to determine cause of student problems and effect solutions.
8. Provide referrals for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
9. Participate in the Admission, Review, and Dismissal (ARD) Committee as needed to assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.

Consultation:

10. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
11. Assist in the planning and implementation of parent involvement activities.
12. Develop and conduct parenting training and support groups as needed.

Student Management:

13. Create an environment conducive to learning and appropriate for the maturity level and interests of students.
14. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

Program Management:

15. May supervise persons completing practicum or internship through a college or university program.
16. Develop and maintain effective individual and group relationships with students and parents.
17. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
18. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
19. Comply with policies established by federal and state laws, State Board of Education rule, and board policy.
20. Comply with all district and campus routines and regulations.
21. Participate in professional development activities to improve skills related to job assignment.

Communication:

22. Maintain a positive and effective relationship with supervisors.
23. Effectively communicate with colleagues, students, and parents.
24. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular district wide travel to student homes and multiple work locations as assigned. Travel between individual campuses required. Some flexibility in daily schedule required. Desire to learn new interventions from conferences and material required.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.