



Flour Bluff Independent School District Job Description

JOB TITLE: Social Worker

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 195

REPORTS TO: Principal & Associate Superintendent of Federal & State Programs

DATE REVISED: 12/06

PRIMARY PURPOSE:

- Perform casework service to help 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. Function as part of the pupil services team to formulate plans with the school, student, and parents. Work in the educational setting within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies and administrative guidelines.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree

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

Preferred Experience:

- Prior work with children

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: SOCIAL WORK

1. Conduct group and individual guidance sessions to enhance social development of students and provide peer support in accepting responsibility for their actions, overcoming crisis, resolving conflict, improving attendance, decision-making skills, etc.
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. Evaluates student/family needs for social services and makes appropriate referrals and follow up. Refer school staff and parents to community resources.
4. Coordinate and integrate school and community resources.
5. Facilitate communication between school personnel and students, parents, and the community.
6. Provide crisis support and guidance to students, parents, and school staff.
7. Perform as a school/home liaison. Make home visits to gather and share information relating to

ROLE 2: ASSESSMENT

8. Identify and explore causes of students' dysfunction as it relates to the home, school, and community.
9. Seek and connect families with resources for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.

ROLE 3: CONSULTATION

10. Assist school personnel in helping students explore education programs and career guidance.
11. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
12. Assist in the planning and implementation of parent involvement activities.

13. Develop and conduct parenting training and support groups.
14. Consult with parents regarding their children's academic performance, behavior, and needs.
15. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance.

ROLE 4: STUDENT MANAGEMENT

16. Create an environment conducive to learning and appropriate for the maturity level and interests of students.
17. Establish control and administer discipline according to the Student Code of Conduct and student handbook.
18. Support campus goals of prevention and instruction to maintain a healthy and safe school environment.

ROLE 5: PROGRAM MANAGEMENT

19. Develop and maintain effective individual and group relationships with students and parents.
20. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
21. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
22. Comply with policies established by federal and state laws, State Board of Education rule, board policy and district procedures and expectations.
23. Comply with all district and campus routines and regulations.
24. Participate in professional development activities to improve skills related to job assignment.

ROLE 6: COMMUNICATION

25. Maintain a positive and effective relationship with supervisors.
26. Effectively communicate with colleagues, students, and parents.

ROLE 7: MENTORING AND GUIDANCE

27. Mentor individual students with presenting needs/concerns.
28. Provide mentoring systematically.
29. Respond to students individually.
30. Provide mentoring and guidance to students defined as "At-Risk" by local and state policies.
31. Mentor small groups of students with presenting needs/concerns.
32. Provide mentoring in groups as appropriate.
33. Provide group mentoring systematically.

34. Use accepted theories and techniques appropriate to mentoring.
35. Use effective techniques.
36. Plan, conduct and supervise night activities for students and parents.
37. Support the abstinence curriculum and program approved by the district.

ROLE 7: COORDINATION

38. Coordinates with school and community personnel to bring together resources for students.
39. Maintain a communication system that effectively collects and disseminates information about students to other professionals as appropriate.
40. Develop and maintain positive working relationships with other school professionals.
41. Develop and maintain positive working relationships with representatives of community resources.
42. Use an effective referral process for assisting students and others to use special programs and services.
43. Accurately assess students' and their families' needs for referral.
44. Participate actively in the process for referral of students to school/district programs and/or services.
45. Use an effective process for assisting students and others to use community agencies and services.
46. Perform other duties as assigned.

Supervisory Responsibilities:

- May supervise Communities-In-Schools staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Personal computer and peripherals; standard instructional equipment

Posture:

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.

Motion:

Frequent walking

Lifting:

Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities.

Environment:

Work inside, regular districtwide travel to student homes.

Mental Demands:

Maintain emotional control under stress; may work prolonged or irregular hours.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.