

## **JOB DESCRIPTION**

### **POSITION TITLE:**

School Social Worker- 10 month

### **REQUIRED EDUCATION:**

A bachelor's or higher degree with an undergraduate or graduate major in social work. The program shall be accredited by the National Council on Social Work Education or the institution shall be accredited in accordance with the provisions of Rule 6A-4.003, FAC. Certified as a School Social Worker with the Florida Department of Education or Eligible to be certified.

### **REQUIRED EXPERIENCE:**

Minimum of three years of successful experience as a social worker. Experience in an education related field is preferred, additionally.

### **REPORTS TO:**

School Safety Specialist Administrator

### **SALARY:**

Salary schedule is based upon the instructional personnel salary schedule.

### **POSITION GOAL:**

To provide continuity of care to all identified students within the district and to collect and disseminate data to better inform all parties involved in student care.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The School Social Worker shall carry out the essential performance responsibilities listed below:

- Identify and facilitate appropriate social and health services for students and families.
- Work with interagency service groups to identify gaps in services and facilitate maximum delivery of needed services.
- Participate in multiagency meetings and represent the district in a professional manner.
- Work with teachers and administration of students in program planning and assessing children's needs.
- Maintain appropriate confidentiality of records and prepare reports as required. (HIPPA, FERPA)
- Assist in preparing grant applications and budget for the program.
- Complete required in-service trainings.
- Follow federal and state laws, as well as School Board policies.
- Perform other incidental tasks consistent with the goals and objectives of this position and at the discretion of the safety specialist and superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, organize and coordinate work assignments
- Ability to meet required deadlines
- Ability to utilize problem-solving techniques
- Conduct home visits as needed
- Ability to work independently
- Ability to prepare reports relating to district utilization of services
- Ability to establish and maintain effective working relationships with others
- Ability to maintain professional written and verbal communication skills
- Ability to sort information and disseminate information to a group
- Ability to assimilate and communicate at all levels of an organization
- Ability to negotiate for positive resolution
- Ability to follow procedures and make sound decisions in stressful situations
- Ability to measure and document results
- Ability to work with a variety of professionals in a team-oriented management system