

## Job Description

**Job Title:** School Social Worker

**Position Code:** 2E06 / BE06

**Job Classification:** Exempt

**Supervisor:** Executive Director of Student Advancement

**Pay Grade:** 39

**Contract Length:** 202 / 220 / 245 Days

### Job Summary

Position performs specialized social work in an educational setting to enable students to achieve optimal learning. Position also collects, interprets, and synthesizes information about a student's development, medical history, educational history, adaptive functioning, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning. Position works cooperatively as an interdisciplinary team member to provide services and to devise appropriate service plans for referred students and their families.

### Essential Duties

1. Perform casework services with students and families to help resolve student's behavioral, academic, and social problems.
2. Select and administers age appropriate assessment tools in order to determine the needs of students.
3. Consult with teachers and other school personnel to obtain information regarding the reason for referral.
4. Gather background information on students by conducting behavioral observations, making home visits, conducting interviews, and reviewing school records.
5. Submit comprehensive socio-cultural assessment reports that address the reason for referral and include appropriate recommendations.
6. Serve as a member of the interdisciplinary assessment team assigned to each school and works as a team member in making placement decisions, developing intervention plans, and planning programs to meet the special needs of children.
7. Communicate case findings and recommendations to teachers and other school personnel as needed.
8. Participate in eligibility committee meetings and contributes to the development of the Individualized Education Programs (IEP).
9. Conference with and provide information, support, and counseling to parents/guardians of students.
10. Provide in-service training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students.
11. Organize and conduct specialized programs to include parent training classes and student support activities.
12. Conduct specialized individual and group counseling sessions to address specific emotional, social, and behavioral needs of students.
13. Serve as a liaison between the student, home, school, private counseling facilities, and community resources such as social services, court services, and family service agencies.
14. Provide follow-up support and periodic evaluation services as necessary.
15. Act as a member of the school crisis team and provide intervention to students as necessary.
16. Make court appearances to present data and performs court-requested evaluations.
17. Compile monthly reports and maintains accurate case records.
18. Model nondiscriminatory practices in all of their activities.

### Other Duties:

1. Keep abreast of developments and research in the field of school social work.
2. Perform any other related duties as assigned by the Executive Director of Student Advancement or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree in social work or a related field and meet the Virginia Department of Education licensure eligibility requirements for School Social Worker. Position performs specialized social work in an educational setting to enable students to achieve optimal learning. Position collects, interprets, and synthesizes information about a student’s social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning. Position works cooperatively as an interdisciplinary team member to provide services and to devise an appropriate service plan for referred students and their families.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office and school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Executive Director of Student Advancement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Social Worker will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Student Advancement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date