

Job Description

Job Title: Lead Social Worker

Supervisor: Supervisor of Student Advancement

Pay Grade: \$4500 supplement

Job Classification: Exempt

Job Summary

Position manages, monitors, and facilitates the work responsibilities for departmental and contracted school social workers and coordinates the assignments for school social worker intern(s). Position supports instructional programs by reviewing reports of team members, mentoring colleagues and supporting professional accountability. 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.

Essential Duties

1. Performs casework services with students and families to help resolve student's behavioral and social problems throughout school year and summer.
2. Selects and administers age appropriate assessment methods and materials in order to determine the needs of the student.
3. Consults with teachers and other school personnel to obtain information regarding the reason for referral.
4. Chairs eligibility committee meetings.
5. Gathers background information on the student's social history by conducting behavioral observations, making home visits, conducting interviews, and reviewing school records.
6. Submits comprehensive socio-cultural assessment reports that address the reason for referral and include appropriate recommendations.
7. Serves 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.
8. Communicates case findings and recommendations to teachers and other school personnel as needed.
9. Serves as a resource to teachers and staff regarding social work services and the academic/social needs of students.
10. Conferences with and provides information, support, and counseling to parents/guardians of students.
11. Provides in-service training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students.
12. Organizes and conducts specialized programs to include parent training classes and student support activities.
13. Serves 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. Acts as a member of the school crisis team to provide intervention to students as necessary.
15. Makes court appearances to present data and performs court-requested evaluations.
16. Compiles monthly reports and maintains accurate case records.
17. Models nondiscriminatory practices in all activities.
18. Plans, coordinates and facilitates bi-monthly meetings with school social workers
19. Assists the Supervisor of Student Advancement in planning and conducting bi-monthly department staff meetings.
20. Maintains adequate and current testing materials required by school social workers.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Keeps abreast of developments and research in the field of school social work and shares with colleagues.
2. Performs any other related duties as assigned by the Supervisor 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 Workers. Must possess ability to collect, interpret, and synthesize information about a student’s social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning. Must have demonstrated ability to work cooperatively as an interdisciplinary team member and devise an appropriate service plan for referred students and their families. Must possess the ability to synthesize and interpret diagnostic and assessment data. Must possess excellent communication and time management skills. Must possess the ability to establish and maintain effective working relationships with community agencies, students, families, team members, and others.

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. The work involves physical effort encountered in normal, everyday activities including sitting, walking, standing, bending, reaching, or carrying light items (no more than 10 pounds). Work is subject to tight and changing schedules, may require serving the needs of several students simultaneously and requires own transportation to travel between schools.

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 a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Supervisor 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 essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Lead Social Worker will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor 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