

JOB DESCRIPTION
School Social Worker**IMMEDIATE SUPERVISOR:** Building Principal**GENERAL DUTIES**

School Social Workers are employed to help, guide and assist students and families to cope with personal, emotional and psychological issues that impact their school performance, behavior and socialization. Through one-on-one, small or large group, classroom or schoolwide sessions/activities school social workers address issues relevant to the student population they serve. Issues may include but are not limited to the following: school attendance, cultural acceptance, illegal drug or alcohol dangers, teen pregnancy, emotional health and growth, adjustment to social setting of school, peer influences and family concerns. They may also assist teachers, classified staff, community partners and administrative staff in dealing with behavioral or attitude issues by communicating with students to identify the causes of their distress. When appropriate or necessary, school social workers may provide information for outside support services or agencies to help the student deal with economic, emotional or physical challenges.

ESSENTIAL REQUIREMENTS

- A. Must possess a master's degree in school social work or a related field.
- B. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon, or alternative licensing acceptable to the District
- C. Skill in supporting students and families in accessing school and community resources to address academic and non-academic obstacles to student learning.
- D. Demonstrates command of oral and written English language
- E. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- F. Skill in leadership and facilitation, including problem solving and conflict resolution
- G. Excellent organizational skills for effectively managing multiple tasks
- H. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- I. The ability to learn new automated systems as they are brought online by the District
- J. Maintain integrity of confidential information relating to students, staff, or district patrons
- K. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

The competent social worker:

- A. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
- B. Identifies social, emotional and psychological barriers to student achievement and develops intervention strategies to address them.
- C. Assesses home, community and school conditions impacting a student's social and academic achievement, including home visits as necessary.
- D. Provides direct counseling services to and serves as an advocate for students and their families.
- E. Directs students and families to appropriate non-District-based resources and serves as a liaison to community agencies in coordinating and managing their delivery.
- F. Works cooperatively with other student support personnel and, as necessary, outside agencies in performing assessments, managing cases and evaluating progress.
- G. Provides crisis intervention, conflict resolution and case management services.
- H. Serves as a liaison between the District, students and their families.
- I. Provides training and consultation to faculty, administrators and other school personnel.
- J. Organizes parent education information nights.
- K. Maintains appropriate case records and produces written reports.
- L. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
- M. Complies with all procedures outlined in TSPC Division 20 Standards for Competent and Ethical Performance of Oregon Educators.

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)	X				
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.		X			
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date