

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SCHOOL SOCIAL WORKER

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: STUDENT SERVICES 9071

QUALIFICATIONS:

- master's degree in social work from an accredited institution.
- Certification in School Social Work through the FLDOE
- Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of child development, mental health concerns, and family dynamics.
- Ability to interview, assess and evaluate.
- Skills in oral and written communication.
- Ability to organize and manage time.
- Knowledge of available community resources and services and ability to access them.
- Clinical Training or experience is preferred.

REPORTS TO:

Executive Director of Student Services

JOB OBJECTIVE:

To provide emotional, behavioral, and academic support and students fostering a safe and inclusive learning environment that promotes the well-being. Mental Health, and personal development of all students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Provide counseling to individual students at assigned schools having emotional, social, behavioral or attendance concerns.
- Provide counseling resources to parents of students who are experiencing emotional or behavioral concerns.
- Assist in the referral process of students or parents to appropriate agencies.
- Develop social and Developmental History from the parent / guardian for assessment and placement of students.
- Serve as a member of assessment and support teams with the school.
- Provide consultation / collaborative services with teachers, principals, counselors and other school personnel.
- Perform classroom observations during the assessment process.
- Serve as liaison between school and home.
- Make home visits during assessment and follow-up.
- Prepare and maintain records as required.
- Demonstrate organizational skills and use time effectively.
- Help parents understand and accept services from community agencies.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.

SCHOOL SOCIAL WORKER (Continued)

- Maintain positive relationships with staff.
- Participate in professional learning sessions as required.
- Communicate effectively with staff, parents and students.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

