JOB TITLE: SCHOOL SOCIAL WORKER

JOB DESCRIPTION:

This employee is responsible for the delivery of the school social work services program.

Duties of this position include but are not limited to:

1. **Planning and Development:**
   a. Assisting in the formulation of administrative procedures, policies, and curriculum which directly affect the welfare of students.
   b. Assisting in the development of school social worker objectives.
   c. Assisting in the development of plans that will improve the quality of services that agencies provide to students based on assessed needs.
   d. Planning duties of the social services paraprofessionals.

2. **Service to Students:**
   a. Providing individual or group counseling for children who are experiencing problems in school, home, or community adjustment with an emphasis upon early intervention.
   b. Encouraging and assisting families in their pursuit of community services that may assist in the remediation of school centered problems.

3. **Services to Parents:**
   a. Assisting parents in preventing problems by facilitating communication with the school.
   b. Assisting parents to understand problems experienced by their children. This is accomplished through home visits, group counseling, parent training and referrals to community services.

4. **Services to Teachers:**
   a. Providing collaboration and consultation regarding student problems and coordinating plans and actions to meet them. Early identification of problems is emphasized.
   b. Assisting in planning educational prescriptions for students.
   c. Facilitating the involvement of community agencies in efforts directed toward the remediation of student problems in school adjustment.
   d. Providing inservice to schools

5. **Services to the Community:**
   a. Meeting with individual and community groups to explain school programs and student problems.
   b. Assisting community agencies in their understanding of student clients.

6. **Professional Development:**
   a. Attending and participating in educational conferences and workshops pertinent to school social work.

7. **Program Evaluation:**
   a. Maintaining records of all services provided.
b. Maintaining reports of work with students to include social histories, adaptive behavior, reports of differential diagnoses and prescriptions of truancy reports.

c. Reports of appropriate local, state, and federal agencies.

8. **Other duties and Responsibilities:**

   a. Assisting in the screening of social services paraprofessionals.
   b. Providing supervisory assistance with the social services paraprofessionals.
   c. Supervising student interns.
   d. Perform other duties as assigned by the supervisor.

**REQUIRED QUALIFICATIONS:**

1. Master's degree.
2. Valid Florida Educator's Certificate in school social work.
3. Use of personal automobile.
4. Valid insurance coverage.
5. Initial health examination that includes screening for tuberculosis to assure no significant risk to the health and safety of others.

**DESIRED QUALIFICATIONS:**

1. Master's degree in social work.
2. Successful experience as a school social worker.
3. Previous counseling experience.
4. Specific knowledge and expertise in the areas of personality theory, counseling theory/practices, individual/group theory/practices, special/exceptional student staffing procedures, federal/state/local laws regarding school practices, and mental health/agency experience with children.

*Pre-K/Head Start only: Current and former parents or guardians of children served by the Prekindergarten/Head Start program must receive preference for employment in vacancies for which they apply.*