

Lenawee ISD

Job Description

Position Title: School Social Worker
Area: Special Education
Reports To: Regional Supervisor
Supervises: n/a
Last Revised: February 2017

SUMMARY:

To help students resolve such personal, emotional and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits to the education offered them.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Implement school social work services within a multi-tiered intervention model for programs and services, including the encouragement of school-wide positive behavior support
- Provide consultation and collaboration to students, their family members and school staff regarding students' social, emotional, and behavioral status impacting learning, development, mental health, and school success
- Provide instruction, modeling, and coaching students, parents, and school staff in the implementation of effective behavior intervention strategies and techniques
- Develop functional behavior assessments and behavior intervention plans to facilitate successful learning and socialization opportunities
- Provide individual and group counseling to students and their families in need of assistance utilizing an ecological framework addressing variations in development and learning, as well as reciprocal influences of home, school, and community
- Provide liaison, coordination, and case management services and schools, families, community agencies, and other resources to influence positive school outcomes for students
- Provide crisis prevention, planning, and intervention services, including assessments of the impact of trauma on development, learning, and school performance
- Provide comprehensive written reports of assessments and evaluations of students that specifically address the reasons for referral. Utilize multiple methods of collecting data, and provide appropriate measurable goals for intervention and anticipated outcomes from service
- Perform and interpret assessments and evaluations to determine eligibility for special education, and identify needs for programs and services
- Consult, collaborate, and supervise school social work students and colleagues
- Maintains professional competence in field by attending and participating in professional organizations, workshops, conferences, and staff meetings
- Assists in developing all necessary procedural guidelines used in the department
- Complies with rules and regulations around Child Find

- Maintains accurate, complete, and correct records as required by law, district, policy, and administrative regulation
- Makes provisions for being available to students, their parent/guardians, and school staff for education related purposes both during and outside the instructional day when required or requested to do so under reasonable terms
- Maintains professional competence in the field by attending and participating in professional organizations, workshops, and conferences
- Provide consultation and collaboration to students, their family members, and school staff
- Supports Strategic Plan and School Improvement process
- Focuses on student achievement and growth
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Assumes other responsibilities and performs other duties as assigned by regional supervisor

- Universal Health Precautions:
 - Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
 - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
 - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse

- Lifting/Body Mechanics:
 - Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials

- Competencies, Skills and Abilities:
 - Ability to use computer for tasks such as basic word processing, daily email, electronic calendaring, excel data processing, student data systems, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer

- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching

- Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
- Must be able to read and speak the English language
- Must have visual acuity
- Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
- Must be able to cope with the mental and emotional stress of the position

➤ Working Conditions:

- Handle high stress and multi-task situations
- Must have a regular and reliable level of attendance
- Occasional pressures due to multiple calls and projects
- May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- Master of Social Work degree (MSW)
- Approval by the Michigan Department of Education as School Social Worker
- Experience with children and schools

Preferred:

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CERTIFICATES, LICENSES, and REGISTRATIONS

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TERMS OF EMPLOYMENT

Weeks, salary, and fringe benefits per LIEA master contract. Exempt.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____