

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE:** SCHOOL SOCIAL WORKER / COUNSELOR

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

**MINIMUM QUALIFICATIONS:**

- Master's degree in social work from a regionally accredited college or university
- Proof of working towards / or valid certificate as School Social Worker

**OVERVIEW OF JOB DESCRIPTION:** To assist in creating a school environment in which students are encouraged to develop their unique capabilities within the affective as well as the cognitive areas. Provide comprehensive school social services to parents, students, and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Provides advice/counsel to individuals or groups in order to assist them in relating to others, to develop skills in communication, self-awareness, and decision-making.
3. Assists students in resolving affective and academic problems, which may arise.
4. Advises students to become aware of his/her personal strengths and weaknesses in the educational setting.
5. Assists students in developing skills, which will enable them to constructively deal with educational demands.
6. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
7. Consults with school personnel and parents regarding the academic, social, and personal development of students.
8. Acts as a liaison between the school, students, and support agencies in the community and facilitates student referrals to appropriate agencies.
9. Provides vocational information to students interested in exploring career fields.
10. Maintains student records in a confidential manner.
11. Attends staffing, IEP meetings and conferences in order to provide coordinated services to the student.
12. Develops informative workshops for school personnel and/or parents as necessary.
13. Conducts assessments of students needs and provide the appropriate services for students.
14. Provide crisis intervention services and transitional planning for students.
15. Coordinates programs for students suffering from self-esteem issues, impulse control, anger management, and substance abuse.
16. Participates in the development of behavioral modification plans, functional behavioral assessments (FBA), and supportive intervention plans (SIP).
17. Makes referrals to community agencies.
18. Provides short/long term case management services to individual students.
19. Attends faculty meetings, participates in faculty committees, and sponsors student activities when assigned.
20. Agrees to fulfill performance responsibilities in location(s) assigned within the workday.
21. Performs other job relevant duties as assigned.

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.

Approved by Board: 5-16-19