



Columbia County School District Job Description

Position Title: School Social Worker		
Department: Student Support	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent for Student Support in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade P	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 200 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent for Student Learning		

MINIMUM QUALIFICATIONS
<p>Education: Masters of Social Work (MSW) degree; Hold or eligible for Georgia Service certificate (S-5) in School Social Work</p> <p>Essential Knowledge/Skills: Current knowledge of social work practices and trends related to the public school system. Skill in ability to administer and interpret various psychosocial assessments. Effective communication skills, written and oral. Effective interpersonal skills with a wide variety of personalities. Demonstrated ability to maintain confidentiality. Adherence to the principles of the National Association of Social Workers (NASW) Code of Ethics.</p> <p>Experience: Two or more years in social work, school social work or case management experience. Experience in counseling. Knowledge of an experience with public and private agencies offering appropriate intervention services as needed.</p>
GOAL
<p>Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.</p>
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Helps schools to create climate for regular attendance and drug-free schools. • Researches, analyzes, and promulgates root causes for school attendance and student social problems. • Makes annual written statistical report of service delivery to the Superintendent, Director of School Services and to the School Social Worker Unit of the Department of Education. • Provides consultation to administration, teachers, and other special staff on matters pertaining to students' background, drug education, living conditions and social needs, which affect their school attendance, and functioning. • Coordinates student/family utilization of community resources for services prescribed as a result of school social services delivery. • Serves as school resource person on problems of social functioning to include drug awareness educational programs and school attendance for community agencies, the community at large, parents and students. • Provides services of support, intervention, and restoration to individual child and parent when diagnosis of problems dictate these needs. • Provides group-work and individual services to children and parents concerning common problems and interests such as attendance, behavior and other personal or social problems as well as drug awareness as related to the child's functioning in school. • Prepares social and developmental histories on specific children when such is germane to the alleviation or solution of the child's school-related problems.

- Solicits the aid of community agencies and resources to provide tangible needs for the individual child and family members when these are factors in nonattendance and social dysfunction.
- Collaborates with special education personnel in the appropriate assignment and educational planning of children with special needs, recognizing that early detection and remediation of individual learning problems may well prevent later attendance difficulties.
- Serves as the legal liaison between the school and the Judicial System and refers children and parents to the appropriate court when judicial proceedings on attendance are indicated.
- Serves as a member of the system's interdisciplinary team with the counselor, psychologists and special education personnel and Ad Hoc, study and research committees as the needs arise.
- Coordinates and conducts annual child abuse update.
- Performs such other duties pertaining to the enforcement as well as the improvement of school attendance and student functioning as may be assigned by the Assistant Superintendent I in compliance with Georgia law and Georgia Board policies, etc.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2018