



**David Douglas School District #40
Licensed Job Description
Teacher on Special Assignment (TOSA)**

JOB TITLE: TOSA-School Social Worker: Attendance

Reports To: Director of Student Services

Job Purpose Statement/s:

Work with parents/guardians, teachers, school, principal's/principal's designee, and community based resources to help students adapt to the school environment and guide them in making appropriate social, academic and behavioral choices.

Essential Job Functions:

- **Communicate** with school staff regarding individual student needs
- **Provide Student Supports:**
 - 1:1 attention, support, communication, and relationship building
 - Direct communication regarding expectations, attendance, and conduct
 - Problem solving and planning for success
 - Small group work during the school day
 - Parent engagement and involvement as specified below
 - Connection to school day and after school programs and activities
 - Case management
- **Provide Parent Supports:**
 - 1:1 attention, support, communication and, relationship building
 - Home visits
 - Parent engagement and partnership
 - Problem solving and planning for success
 - Parenting workshops,
- **Assist in Attendance Efforts:**
 - Specific focus on identifying and addressing chronic non attenders
 - Direct interventions and problem solving with chronic non attenders
 - Appropriate documentation and reporting
- **Facilitate access to services for students and families:**
 - Specific focus on supporting marginalized communities
 - Food/Hunger support
 - Rent and utility assistance
 - Develop various social service partnerships for the school
 - Referral to various social service agencies
- **Participate** in parent, teacher and student conferences as requested and initiate such conferences as needed
- **Assist** students in improving their communication skills when needed
- **Assess** the accomplishments of students and assist with progress reports as requested
- **Maintain** student records according to district policy and rules
- **Assist** with the remediation of student attendance problems
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations, and Board Policy
- **Strive** to maintain and improve professional competence
- **Attend** staff meetings and serve on committees as requested
-

TOSA-School Social Worker: Attendance – Page 2

- **Serve** as liaison with public/community agencies to enhance necessary referral/services for the student and his/her family
- **Perform** such other tasks and assume such other responsibilities as may be assigned from time to time
- **Implement** appropriate therapeutic strategies to effect changes in behavioral-social interactions of students and their families
- **Provide** individual and group therapeutic counseling to students and their families.
- **Provide** crisis intervention services
- **Conduct** home visits related to establishing communication and positive connections
- **Complete** risk assessments on referred students, including classroom observations
- **Assist** in allocating the district mental health services provided to students
- **Consult** with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for service and/or making recommendations
- **Counsel** students, parents and guardians for the purpose of enhancing student success in school
- **Facilitate** communication between students and/or parents with teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts
- **Facilitate** and **Participate** in various meetings (e.g. parent conferences, in-service training, student screening and pre referral teams, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements

Other Job Functions:

- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Other** duties as assigned

Job Requirements – Qualifications:

- Experience Preferred: Prior job related experience. Background or Education in Social Work, Psychology or related field.

♦ **Skills, Knowledge and/or Abilities Required:**

Skills to work effectively with teachers, students and parents, intervene in crisis situations, provide counseling, interpret test data, and communicate effectively. Accurate typing skills. Must be able to use word processing programs on a computer.

Knowledge of assessment instruments and their application, relevant education codes, state and district policies. Knowledge of building procedures and personnel.

Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff. Must exercise initiative in following up with students and teachers regarding absences. Handles sensitive situations on the telephone and in the office regarding students.

Abilities to sit for prolonged periods, complete a case study and develop an individual education plan, be flexible, work under time constraints, work effectively with staff, parents, students and community, work independently. Able to handle a high volume of telephone calls on a regular basis. Significant physical abilities include lifting/carrying,

TOSA-School Social Worker: Attendance – Page 3

- ♦ **Skills, Knowledge and/or Abilities Required (continued)**

reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/visual accommodation.

Education Required: Master's Degree in Social Work and a TSPC Social Worker license.

Licenses, Bonding and/or Testing Required: Appropriate State license, Criminal Justice fingerprint clearance, and valid driver's License and evidence of insurability.

Multi-Cultural preferred.

Bi-Lingual candidate preferred.

ESOL and Reading endorsement preferred.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.