



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: Licensed – School Social Worker

Reports To: Building Principal

Job Purpose Statement/s: The purpose of School Social Worker is to provide comprehensive school social work services to parents, students and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, the Student Support Team, the Special Education Committee and others by providing direct services and by assisting families in accessing appropriate community resources.

Essential Job Functions:

- **Serve** on student support teams and special education committees at assigned schools in the district
- **Review** student records to identify previous barriers and/or interventions
- **Conduct** parent interviews to acquire socio-developmental information as needed for special education referrals
- **Analyze** information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation
- **Attend** and participate in Manifestation meetings
- **Interview** students and parents to discuss issues related to non-attendance and develop a plan of action
- **Assist** the school in following school board regulations for excessive absences and truancy; attend student support team meetings and court intervention
- **Develop** and implement professional development training for educational staff and parents, as requested
- **Provide** individual and/or group counseling in response to school-wide crises
- **Respond** to referrals requesting verification of residence
- **Participate** in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services
- **Conduct** home visits as a method to access the family and conduct interviews in response to school referrals
- **Maintain** an ongoing liaison with community agencies and other resources to meet student needs; refers parents and student to agencies when appropriate
- Perform related work as required

Other Job Functions:

- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.
- **Other** duties as assigned.

Licensed – School Social Worker – Page 2

Job Requirements – Qualifications:

- ◆ **Experience Preferred:** Prior job related experience.
- ◆ **Skills, Knowledge and/or Abilities Required:**

Skills and knowledge for direct and indirect intervention including: counseling on an individual, group, or family basis; consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and networking with school programs and community agencies to provide essential services for families and children;

Understanding of the *knowledge*, skills, and processes for effective casework practice; understanding of the school social work profession including associated laws (IDEA, ADA, compulsory attendance, etc.), ethical issues, professional issues and standards; foundations of school psychology; and the role and function of the school social worker; understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Attendance:

Will have regular attendance at work and work activities. Will be punctual in meeting deadlines, attending meetings, and following schedules.

Education Required: Bachelor's Degree.

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license or Social Worker certification used by the Oregon Board of Licensed Social Workers, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual candidate preferred

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

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.

Licensed – School Social Worker – Page 3

Reviewed and agreed to by: