



## JOB DESCRIPTION

### School Social Worker

<i>Supervisor</i>	Director of Student Support Services
<i>Employment term</i>	200 days plus 10 days extended employment
<i>Compensation</i>	Based on education level and years of experience per West Virginia Code §18A-4-2 and Roane County Board of Education Supplemental Salary Schedule.
<i>Evaluation</i>	To be conducted by supervisor per West Virginia Board of Education Policy 5310 and Roane County Board of Education Policy 3220.
<i>Statutory authority</i>	West Virginia Code §18-9A-2 defines “professional student support personnel” and goes on to add that “[p]rofessional student support personnel shall also include professional personnel providing direct social and emotional support services to students, as well as professional personnel addressing chronic absenteeism.”

A School Social Worker is then charged with working in the field with students, parents, and school staff, both at school and in the community, to support efforts at addressing developmental, academic, social, emotional, and health needs of all students served by the Board through professional social work services.

#### *Responsibilities*

1. Serve as a liaison between families and the school to positively promote collaborative processes in educational planning for students by encouraging parent / guardian participation in the school setting.
2. Serve as the school liaison to community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated social services to students and families.
3. Perform social work typically associated with programs designed to reduce truancy and chemical dependency in elementary, middle, and high school students.
4. Attend required staff meetings and serve on both school-based and systemwide committees to address educational issues, adjustment problems, safety issues, and program development for students.

5. Provide staff consultation and professional development on behavioral / emotional / environmental issues affecting student participation in the learning process.
6. Conduct classroom meetings, social skills groups, and classroom presentations on identified areas of concern for the students (attendance, career exploration, dropout prevention, and graduation awareness).
7. Conduct home visits when appropriate or upon request of the principal or Director of Student Support Services to establish communication and positive connections between the parent / guardian and school setting around identified issues.
8. Maintain accurate case records, document case files, prepare narrative and statistical reports, document correspondence regarding status of truant students and complete reports are required by the Director of Student Support Services.
9. Perform other duties as assigned by the Director of Student Support Services and the Superintendent.

#### *Qualifications*

1. Must possess a bachelor's degree or higher from an accredited college or university.
2. Must possess or be eligible for a license as a social worker from the West Virginia Board of Social Worker, or possess or be eligible to possess a Professional Student Support Certificate endorsed for Social Services and Attendance.
3. Must have excellent oral and written communication skills and ability to use technology-enhanced and technology-enabled tools and applications.
4. Demonstrated, successful experience as a special education teacher or student support personnel is preferred.

#### *Physical demands*

This position may involve light to moderate lifting, reaching, and grasping, with frequent, short periods of walking, standing, and sitting. The position may also require the ability to clearly see, hear, read, write, talk, and type as necessary for communication with colleagues, students, and members of the community and the operation of computer applications. Most educational settings occur indoors with low to moderate sound levels, though exceptions may include outdoor activities for recess, physical activity, etc., and louder environments such as gymnasiums, auditoriums, musical performance spaces, etc.

Reasonable accommodations will be made for individuals with disabilities both temporary and permanent.

*Adopted by the Roane County Board of Education on \_\_\_\_\_.*