

**MSAD # 28  
JOB DESCRIPTION**

**SOCIAL WORKER**

**QUALIFICATIONS:**

1. LCSW or LMSW-CC or equivalent
2. Experience in a public-school setting desirable

**REPORTS TO:** Building Administrator

**JOB GOAL:** To provide support for students to succeed in the educational setting and to assist children and families in receiving services within the school or community that will positively impact educational and personal development.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides school social work services (such as case management, assessment, and counseling services) with individual students and/or groups to address challenges or situations that interfere with their academic, personal and social progress.
2. Develops measurable and appropriate goals on all cases involving school social work, and maintains appropriate records and documentation.
3. Conducts home visits when necessary.
4. Collaborates with parents as an integral part of the task of helping students, with the goal of increasing the parents' understanding and their constructive participation in resolving their child's problems, and to increase parents' knowledge and use of appropriate resources that are available.
5. Refers students and their families to appropriate helping agencies within and outside the school.
6. Coordinates services for students and their parents both within and outside the school to insure communication and to avoid duplication.
7. Consults and collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student's behavior.
8. Works closely with the clinical team (school counselor, school psychologist, and administrator) to develop seamless support services for students.
9. May assist school administration and/or school nurse in monitoring and following up on instances of truancy and/or poor attendance.
10. Consults with administration, teachers and other staff regarding crises as they occur.
11. Serves on interdisciplinary teams such as MTSS, 504, IEP and Crisis Teams.

12. Develops appropriate interventions for students experiencing emotional and/or behavior dysregulation.
13. Conducts risk assessments and develops and implements safety plans.
14. Offers professional development and psychoeducation for staff and parents.
15. Identify and support the implementation of programs and strategies to improve schools.
16. Performs other duties as assigned by the school principal or superintendent.

**LEGAL AND ETHICAL DUTIES:**

1. Demonstrates a working knowledge of the National Association of Social Workers (NASW) Code of Ethics and integrates it into daily practice.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Is knowledgeable and follows state and federal regulations regarding the social work profession.
4. Maintains professional licensure.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting and stooping.

**TERMS OF EMPLOYMENT:** Salary and work year determined annually in accordance with qualifications and experience.

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

**History:** Approved: 03/19/14

Approved: May 19, 2021