

Red River Parish School Board

Job Description

TITLE: **School Social Worker**

Qualifications: Certification by the LA State Department of Education as School Social Worker (including provisional certification) Board Certified Social Worker

Master's degree in Social Work from a regionally accredited institution classes or the equivalent listed in Bulletin 746

Superordinate: Director of Special Education

Performance Responsibilities

1. Explains and interprets school social work services and assessment findings to parents, teachers, principals, and other members of the system.
2. Facilitates communication between the home and the school seeking to involve families in the education process of their children and providing feedback to the school on family situations and problems.
3. Provides consultative services to the families of exceptional students who are experiencing problems in social and behavioral functioning at school which results from a member of the system multi-disciplinary team.
4. Evaluates a member of the system of the multi-disciplinary team.
5. Functions as Evaluation Coordinator for designated referred students.
6. Functions as Support Service Provider for designated referred students.
7. Functions as Evaluator Coordinator for designated exceptional students.
8. Serves as liaison to designated school building level committees.
9. Participates in special education eligibility determinations and IEP staffing.
10. Serves as resource person at conferences and in-service meetings within the expertise of the school social work.
11. Coordinates activities or work with personnel of community health and social service agencies to deliver services to handicapped students.
12. Maintains accurate case records on all students regarding their referrals, evaluations, and any other services provided by the school social worker in accordance with the requirements of parish, state, federal laws, regulations and/or policies.
13. Provides a written report of any social assessments or other services provided to students.
14. Attends staff, professional and inter-agency meetings including those assigned.
15. To keep abreast of new developments in the areas of school social work and keep other appropriate school personnel informed of the same.
16. Completes all required reports of the parish, State Department of Education within time lines.
17. Serves as liaison between the school and community agencies through reciprocal referral arrangements, collaboration on cases and assistance to families in obtaining and utilizing local resources.
18. Meets the Professional Development requirements of Bulletin 1525.
19. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **10 Months**