

JOB DESCRIPTION

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A. Required Qualifications

The qualifications for a school social worker in the Volusia County School District are as follows:

- have a Master’s Degree in Social Work (required)
- hold or be eligible to hold a valid Florida Educator’s Certificate
- have a valid Florida Driver License or ability to possess one within thirty (30) days of employment

B. Required Skills

The skills needed for a school social worker in the Volusia County School District are as follows:

- strong written and verbal communication skills, including presentation skills
- ability to work harmoniously, cooperatively, and effectively with school and district staff, students, parents, and community agency personnel
- demonstrated ability in planning, organization, decision making, and task completion
- demonstrated ability to provide effective social work services
- knowledge of school and community resources for students and parents/guardians
- ability to exercise sound judgment in handling problem situations with competence in human and interpersonal relations skills
- strong working and continuing knowledge of school laws, policies, and regulations as well as the knowledge and understanding of alcohol/drug laws
- ability to exercise sound judgment in handling sensitive and confidential information

- demonstrated competence in the techniques to analyze the needs and potential of individuals
- demonstrated knowledge within the area of specialization to a degree consistent with the educator's professional preparation
- ability to use the tools of technology

C. Reports To

School social workers report to the School Social Services Coordinator.

D. Supervises

School social workers may be responsible for the supervision of undergraduate and graduate social work students. The decision to serve as a supervisor for student interns is strictly voluntary on the part of the individual social worker. School social workers who choose to supervise student interns must have a MSW degree, have at least three years of social work experience, and have completed the district's Peer Teacher/Clinical Education Program.

Although school social workers do not directly supervise clerical support staff, feedback is provided to the coordinator on their annual evaluations.

E. Position Goal

The school social workers provide professional functions in support of social work programs for all students Pre-K to grade 12 and their families.

F. Performance Responsibilities

A school social worker's responsibilities are as follows:

- provide professional knowledge and social work skills in dealing with a wide range of social, emotional, and cultural issues which may impact students' adjustment, attendance, and/or achievement in school
- maintain knowledge and understanding of school laws, policies, and procedures in order to appropriately consult with school staff and parents regarding selected school issues (compulsory attendance, child abuse/neglect, domestic violence, school entry and health requirements, exceptional student education, substance abuse, homelessness, emotional/behavioral, bullying, discipline, etc.)
- make regular visits to assigned schools to receive referrals, counsel students, meet with parents, and consult with teachers and other appropriate school staff concerning identified students
- serve as a communication link between schools, parents, and community agencies
- work collaboratively with appropriate school staff on student problems relating to academic difficulties, poor attendance, social adjustment, emotional/behavioral difficulties, economic needs, health or medical needs, discipline or other personal and family problems

- work collaboratively with and coach school staff for identification, development, implementation, and monitoring of research-based school-wide, class-wide, and individual academic and behavioral interventions to increase intervention fidelity
- provide early intervening services for struggling learners to link them with appropriate resources
- promote an understanding of the relationship between school attendance and academic achievement by facilitating a comprehensive approach to increasing school-wide attendance
- contribute to the development and implementation of Problem Solving Team (PST) interventions and Individual Education Plans through active participation in the PST meetings, 504 accommodation meetings, Functional Behavioral Assessment meetings, and Exceptional Student Education conferences, staffings, and manifestation meetings
- make appropriate contacts, upon referral, which may include home visits with parents to discuss students' problems, offering counseling where appropriate, and developing plans with parents and schools for solutions
- provide individual, small group, and classroom services/support to identified students who need academic and behavioral support in order to help them succeed in their educational environment (assist in the development of self-esteem, decision-making skills, communication skills, problem-solving skills, coping skills, social skills, bully-proofing, anger management, stress reduction, and conflict resolution)
- provide case management services for students referred from the District Student Placement Committee (DSPC) who are allowed to return to school in lieu of expulsion
- provide follow-up services to students identified as dependent (DP) and transitional in order to promote educational stabilization
- provide inservice trainings and presentations for teachers, school personnel, parents, and community groups in areas such as attendance procedures, child abuse/neglect, suicide prevention, threat assessment, homelessness, school-wide interventions, substance abuse, community resources, and parenting
- serve on a crisis team (school-based, regional, and/or district) to help students and school staff deal effectively with the emotional impact of individual grief and broad loss issues
- provide school social work services as defined in the [Individuals with Disabilities Education Act](#), including preparing social and developmental history information, collaborating with other district and school staff to coordinate services, and working with parents, school, and community resources to enable students to receive maximum benefit from their educational program
- complete social and developmental history assessments in a timely manner
- provide and review written social and developmental history information with school and parents through participation at the staffing committee meetings
- refer parents and students to appropriate school and community resources, as needed
- provide counseling as a related service (CARS) to students in the separate E/BD classes utilizing research-based protocols
- respond to requests by the DSPC to evaluate students referred by the committee for expulsion

- provide information, education, and/or consultative services to parents of identified students regarding parenting skills
- enlist the cooperation and active participation of parents in the school-student-parent relationship
- provide school social work service to students and parents in a way that is sensitive to the culture of the families, which supports and enhances parental interest in the students' school life and empowers students and families to gain access to and effectively utilize appropriate community resources
- maintain adequate safeguards for privacy and confidentiality of student information according to the federal [Family Educational Rights and Privacy Act](#) (FERPA) laws governing the privacy of educational records, the [National Association of Social Workers \(NASW\) Code of Ethics](#), [School Social Work Association of America](#) (SSWAA), and [Florida Association of School Social Workers](#) (FASSW)
- maintain accurate records, logs, statistics, and reports for effective communication, documentation, departmental statistics, accountability, and program evaluation
- assume responsibility for continued professional development to stay abreast of current trends
- attend and participate in departmental and division staff meetings
- remain knowledgeable of district, state, and federal laws and policies affecting the practices of school social workers
- provide follow-up services for Home Education, Drivers License, Learnfare, and Homeless
- maintain a valid Florida Educator's Certificate as required by state board of education regulars
- perform other duties as assigned by the School Social Services Coordinator

G. Position Data

Board Approval	Terms Of Employment	Salary	Position Codes	ADA Codes	FLSA STATUS	DOC
Yes	Months: 10/11 Days: 196/216 Hours: 7.5 Tenure: Yes	District Instructional Schedule Specialist V	Bargaining Unit: 3 Title: 36603 DOE: 61131 Instructional Specialist EEO-5 Line: 40	2- 3- 4-	Exempt	Curriculum Special Needs