

JOB DESCRIPTION

TITLE: Social Worker

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To provide social services that support the interest of the student

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervisory

a. Supervision received

1. Directly: Pupil Appraisal Coordinator
2. Indirectly: Superintendent and Principals

b. Supervision exercised

1. Directly: N/A
2. Indirectly: N/A

2. Organizational

a. Internal

1. Continuous contact with Pupil Appraisal Coordinator
2. Frequent contact with principal, teachers and students
3. Occasional contact with Supervisor of Special Education

b. External

1. Continuous contact: N/A
2. Frequent contact with parents
3. Occasional contact with public and private agencies

B. Functions

1. Planning

- a. Plan a program of self-improvement and professional growth
- b. Plan a program of consultative service to parents
- c. Plan a program of classroom observation for individual cases

2. Implementation

- a. Interview parents of students referred to secure the social development
- b. Review information on pupil appraisal forms from the student's teacher
- c. Collect all appropriate social and cultural information that may affect the student's school adjustment
- d. Ensure the confidentiality of all information
- e. Make referrals when appropriate to social, health, mental health, and welfare agencies
- f. Assist in the preparation of the evaluation report
- g. Secure information when necessary from other agencies
- h. Determine budgetary needs for the position
- i. Interpret the teams evaluation to the parent
- j. Identify environmental factors that affect handicapped children
- k. Make suggestions to utilize school and community resources for the maximum benefit of the student
- l. Perform all other duties as required

3. Control

- a. Prepare and maintain necessary records
- b. Evaluate procedures used in gathering information
- c. Monitor the implementation of the recommendations from the evaluation report

Employee's Signature

Date