

**Richland Parish School Board  
Job Description**

**TITLE:** School Social Worker

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** Requirements set forth in Bulletin 746 of the Louisiana Board of Elementary and Secondary Education and all other qualifications as required by the Superintendent

**REPORTS TO:** Pupil Appraisal Coordinator

**JOB GOAL:** To provide school/home services to students

**TERMS OF EMPLOYMENT:** 10 Month

**EVALUATION:** Performance Evaluation, annually

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate evaluations efficiently.
2. Demonstrate knowledge in the field of expertise as it relates to Pupil Appraisal/Mental Health.
3. Exhibit active participation in all assigned SBLC meetings and IEP/IAP staffing.
4. Use a wide range of instruments/techniques appropriate to each case.
5. Properly administers and scores assessment instruments.
6. Interpret results of evaluation to teachers and parents correctly and accurately.
7. Receive and respond to referrals for service.
8. Serve as a resource person to school personnel.
9. Provide case management services and counseling services, as credentials allow, to students in need.
10. Relate and interact within the schools in a fair and positive manner.
11. Communicate regularly with school personnel.
12. Confer with students, parents, teachers, and personnel from appropriate agencies.
13. Report and disseminate findings to appropriate personnel.
14. Collaborate with other members of the assessment team in rendering pupil appraisal services.
15. Use all available resources (staff, administrators, parents, materials, etc.) to devise and/or assist with intervention plans for students failing to progress at an acceptable pace with their class and/or peer group.
16. Supervise graduates in Social Work in clinical experiences as assigned annually by supervisor, including but not limited to the following tasks:
  - a. Maintain continuous contact with the supervisee.
  - b. Be available for emergency consultation.
  - c. Allow the supervisor to observe all daily responsibilities for one to two hours per week.

- d. Provide a broad-based exposure to the programs, services, and activities of the LPSB; establish the specific responsibilities of the student jointly with the student and the University prior to the work experience; orient the student in appropriate LPSB policy, expected performance standards, and safety procedures and monitor compliance with those policies, standards, and procedures; and provide an evaluation of the student's performance during the work experience and to certify completion of work hours. If applicable, the written plan of supervision in place must be in compliance with the university and the National Association of Social Work's recommendations.
17. To conduct bullying investigations when requested by your supervisor or Superintendent.
18. To conduct threat assessments in conjunction with school personnel as needed.
19. Perform all other duties as assigned by appropriate authority.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position*

*held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_