

**Poquoson City Schools**  
**JOB DESCRIPTION**

**TITLE:** SCHOOL SOCIAL WORKER

This position is   X   exempt or        non-exempt

**PRIMARY FUNCTION:**

Provide assessment, counseling, and consultation to students and their families for the purpose of supporting positive academic and social outcomes for students. Provide support to school staff to help students access their education and serve as home, school, and community liaison.

**QUALIFICATIONS:**

- Master's Degree from an accredited school of social work
- Completion of a supervised practicum or field experience in educational agency through an approved program or a minimum of one year of full-time successful experience as a school social worker.
- Completion of a minimum of six graduate semester hours in the area of educational foundations, curriculum, or administration
- Strong oral and written communication skills including the ability to prepare written reports
- Ability to work with students, parents, teachers, and administrators
- Commitment to an integrated service delivery model
- Ability to develop and implement a comprehensive family systems intervention model for addressing student issues
- Ability to quickly learn procedures used to report information and maintain records
- Ability to travel to more than one work location in the course of the day if assigned to an itinerant position
- Skill in transdisciplinary professional interaction

**GENERAL PERFORMANCE RESPONSIBILITIES.**

- Homeless education liaison
- Learnfare Coordinator
- Coordinate and conduct administration and scoring of alternate assessment programming in schools
- Complete comprehensive social histories
- Service Coordinator for out-of-district placements
- Assist with Family Assessment and Planning Team (FAPT)
- Monitor residency issues
- Truancy Officer for the school system
- Conduct individual crisis intervention/short term counseling in group and individual settings
- Conduct parenting classes
- Conduct counseling consistent with IEP goals and objectives
- Consult with administrators, teachers, parents, students, and outside agencies concerning the needs of students
- Provide in-service training and workshops to professional colleagues
- Serve as a school-based service coordinator for referrals
- Work with teachers on implementing classroom interventions
- Manage timeline and documentation for compliance
- Serve on Child Study Teams
- Follow up on Eligibility Committee recommendations related to social work issues
- Maintain accurate records on student cases
- Participate in professional development activities aimed at program development and improvement
- Monitor system-wide attendance to prevent drop out
- Serve on community agency committees as assigned
- Perform other duties as assigned

**TERMS OF EMPLOYMENT:**

Salary according to School Board Teacher Salary Scale and contract length 225 days.

**EVALUATION:**

Reports to the Director of Student Services and is evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

**APPROVED BY THE ASSISTANT SUPERINTENDENT:** November 11, 2015

