

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: School Social Worker

GENERAL DESCRIPTION

The essential function of the position within the organization is to act as a liaison in the provision of services to students and families regarding social challenges and compliance with mandates for school attendance.

Primary Duties:

This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

Knowledge of children and family systems.

Knowledge of community agencies for services to children and families.

Knowledge of referral process for accessing services for children and families.

Knowledge of school attendance requirements and truancy laws.

Knowledge of Multi-Tiered Systems of Support (MTSS).

Knowledge of evidence-based behavioral interventions and outcome measures at the Tier 3 level.

Knowledge of impacts, interventions and systems of care for students with mental health and co-occurring substance abuse diagnoses.

Ability to complete and implement Functional Behavioral Assessments (FBA's) and Behavior Intervention Plans (BIP's)

Ability to communicate, relate, and consult with a variety of school staff in a proficient, student centered and positive manner.

Ability to counsel with families regarding needs for services to help students identified as abused, neglected, or emotionally/behaviorally challenged.

Ability to conduct parent conferences and actively participate in school problem solving team meetings.

Ability to function as a liaison between the home, school, community/private agencies to coordinate care and .services

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.)

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Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned. Schedule worked as determined by leadership at the time of hire.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate-sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

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Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

Minimum of a Bachelor's Degree in education, sociology or social work from an accredited educational institution.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

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Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires 3-5 years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to bright/dim lights, dust or pollen, traffic, construction hazards during site inspections.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception and texture perception

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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Term of Employment:

Annual Contract

Reports To:

Coordinator, Student Support

Supervises:

No supervisory duties

PAY GRADE: From: 135A1 To: 135P3

Number of Months: 11 or 12 Number of Days: 220 or 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016