

**WINCHESTER PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: School Social Worker	LOCATION: Schools
IMMEDIATE SUPERVISOR: Director of Student Services	SCALE: TTT
	FLSA STATUS: Exempt

SUMMARY:

The School Social Worker seeks to assure equal educational opportunities, prevent truancy and dropout and promote respect and dignity for all students. The School Social Worker utilizes knowledge of human behavior, social, cultural and community influences to help create a positive learning climate. Efforts are focused on coordination between schools, families and communities in order to assist students improve their academic and social success.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Uses the NASW Code of Ethics or other appropriate professional code of ethics as a guide to ethical decision making, while understanding the unique aspects of practice within the school setting.
- Conducts assessments of individuals, families and systems/organizations to inform the design of interventions and remove barriers to learning. Included in this responsibility is the completion of social and developmental histories for the purpose of special education evaluations and participation in the Eligibility Teams.
- As the Superintendent's designee for the enforcement of Compulsory Education law, develops strategies to address truancy, completion of necessary documentation, attendance at court proceedings and other required attendance related meetings.
- Identifies, contacts and works with outside community resources as necessary including Department of Social Services, Juvenile Probation and Juvenile and Domestic Court and the Community Services Board.
- Remains current with school-based intervention research and utilizes evidence-based practice in service delivery.
- Maintains timely, accurate and confidential records that document services, outcomes and promote accountability to the local education agency and community.
- Identifies homeless students as defined by the McKinney-Vento Act and provides assistance to families through linkages within the school and the community to lessen the impact of homelessness on the academic and social success of the children.

- Identifies strategies to promote a safe and supportive school environment, including the prevention and intervention of substance abuse and bullying and the promotion of a positive school climate and family engagement.
- Pursues continuous enhancement of knowledge and skills to provide the most current, beneficial and culturally appropriate services to students and families.
- Recognizes barriers to academic progress relating to cultural issues within the local education agency and develops strategies to remove these barriers.
- Serves as leader and consultant to facilitate an understanding of factors in the home, school and community that affect students' educational experiences; also provide leadership and collaboration in the implementation of comprehensive school-based and school-linked programs that promotes student well-being and positive academic outcomes.
- Engages in advocacy that seeks to ensure that all students have equal access to education and services to enhance their academic progress.
- Performs additional duties as assigned by the supervisor which are applicable to this position and in accordance with Winchester Public Schools policies and procedures.

SUPERVISORY RESPONSIBILITY: None

KNOWLEDGE, SKILLS AND ABILITIES:

Language Skills: Ability to read and interpret documents such as student assessments, court documentation and state and national code. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees, parents/guardians, or the public.

Mathematical Skills: Ability to calculate figures and amounts such as basic family budgeting and expense forms for services. Ability to apply concepts of basic algebra and statistical analysis, particularly to program evaluation.

Reasoning Ability: Ability to apply common sense understanding to carry out simple one-or two-step instructions. Ability to deal with standardized situations as well as respond effectively in a crisis situation.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Masters in social work preferred.

Either bachelors in social work or masters in social work required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid certification to meet State requirements with specific endorsement in the area to which assigned. Possession of a valid Driver's License.

PHYSICAL DEMANDS/REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' physical or sanitation/hygiene needs. Must be physically capable of frequently lifting or moving up to 50 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees typically work both indoors in a heat and cold controlled environment as well as within the community to include frequent home visits. Therefore exposure to the elements occurs on a regular basis. The noise level is usually moderate to loud.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Approved by: Director of Student Services and Director of Human Resources

Date: 5/21/21