

Cape Girardeau Public School District No. 63 Job Description

Job Title: Social Worker

Terms of Employment: 9-month contract; 183 days (Extended days may be assigned)

FLSA Status: Exempt

Reports To: Assistant Superintendent, Special Services or Assigned School Principal

Brief Description of Position:

Under the general direction of the Director, Special Services or assigned school principal, the School Based Family Resource Counselor/Social Worker is responsible for promoting a working relationship of trust and mutual respect between school, home, and agencies concerned with student welfare and problem-solve solutions to student personal, social, and emotional problems that will maximize student educational benefits and opportunities.

Required Qualifications:

- Bachelor's Degree in Social Work
- Valid certification as a Social Worker
- Ability to communicate effectively by oral and written means.
- Effective interpersonal and relationship skills with a variety of individuals.
- Ability to problem solve.
- Ability to read and interpret written reports, professional journals, and other written materials.
- Ability to plan and implement lessons and training for students, staff, and parents.
- Commitment to professional growth and development.

Essential Duties and Responsibilities:

- Perform casework service with students to correct those problems related to their educational and social progress.
- Develop referral process and procedures for staff, parents, and other agencies.
- Consult and collaborate with principals, parents, teachers, and other school personnel to understand and solve an individual child's problem and promote a positive educational experience for all students.
- Provide a resource for materials and information regarding children's issues.
- Serve as liaison to community agencies such as Children's Division and Juvenile Department.
- Supervise referral of students to community agencies and provide additional support as appropriate and needed.

- Maintain awareness of community services available to students and families.
- Participate in screenings, IEP meetings and conferences, Section 504 meetings, staff and school meetings, and other conferences as appropriate and assigned.
- Make home visits to gather information and facilitate parental participation.
- Keep record of student information, contacts with student, staff, and parents, and student progress.
- Provide classroom presentations to staff and students.
- Performs other duties as assigned by the Director, Special Services or Superintendent.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013