

JOB TITLE**School Social Worker**

REPORTS TO: Building Principal	DEPARTMENT:
JOB CODE: K40	SCHEDULE: T
DATE:	NON-EXEMPT X

NATURE AND SCOPE OF JOB:

To act under the general direction of the building principal. To lead each student toward the fulfillment of his or her potential by building self-esteem through positive interaction in the classroom, in counseling, and in the home.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Assists in planning and implementing a program of study that, as much as possible, meets the individual needs, interests, and abilities of students within the school district counselor/social worker curriculum.
2. Assists students to overcome problems that impede learning and assists them in making sound educational choices.
3. Provides individual crisis counseling and developmental counseling referred by teachers, parents, administrators, or the student him/herself.
4. Provides opportunities to make home visitations when required in order to improve school/family communication.
5. Develops a pro-active approach to school social work by assisting classroom instruction in selfunderstanding and self-growth.
6. Provides small group counseling when appropriate to deal with similar student concerns.
7. Acts as a resource for classroom teachers in any and all areas that concern human behavior.
8. Makes home visitations for the purpose of building a healthy rapport between parents and children, parents and school, and children and school.

OTHER FUNCTIONS:

1. Assumes legal responsibility for the supervision of students on school property if in attendance at a school sponsored activity(ies).
2. Assumes individual responsibilities which may be assigned by the principal and which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
3. Maintains accurate, complete, legible, and correct records as required by law, school district policy, and administrative regulation.
4. Conducts oneself in a businesslike and/or task-oriented manner.
5. Is a good employee as well as an effective social worker.
6. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
7. Follows all school district policies and procedures.
8. Performs other duties as assigned by the building principal.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess a knowledge of Public Law 101-476 (I.D.E.A.), Rules and Regulations Governing Students With Disabilities in Wyoming Public Schools, and local rules and regulations.
- Possess a knowledge of basic computer processes on a personal computer as well as applications in the use of a "main frame" computer.
- Possess the ability to follow and successfully complete both written and oral directions.
- Possess the ability to work with a variety of personality types throughout the work day and work year.
- Possess sound emotional judgement.
- Possess the ability to write reports of a technical nature.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Master's Degree.
- Proper certification issued by the Wyoming Department of Education for position of Social Worker.
- Licensure issued by the Wyoming Mental Health Professional Licensing Board.

EQUIPMENT USED:

Personal Computer
Typewriter
Photo-copy Machine
Adding Machine/Calculator
Video Play-back Equipment
Duplicating Machine
Fax Machine

PHYSICAL DEMANDS:

- Possess strength and stamina to be able to remain in a seated position for up to 90 minutes at a time throughout the work day with a minimum of fatigue or discomfort.
- Possess visual acuity and stamina to work at a computer monitor for at least part of each day with a minimum of fatigue or discomfort.
- Possess strength and stamina to be able to remain in a standing position for up to 90 minutes at a time throughout the work day with a minimum of fatigue or discomfort.
- Possess sufficient strength to lift objects that weigh at least 50 pounds and move them more than 50 feet.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.

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