

# SCHOOL DISTRICT OF HOLMEN

## Job Description

### School Social Worker

#### QUALIFICATIONS:

1. Possesses those characteristics which will promote success in fulfilling the job goals.
2. Valid Wisconsin teaching license in School Social Work
3. Ability to develop positive, constructive relations with students, staff and the public.
4. Attention to details.
5. Computer skills required.
6. Ability to work in environment that has frequent interruptions.
7. Must be able to handle multiple projects and prioritize tasks simultaneously in an organized and timely manner to meet deadlines.
8. Ability to communicate orally and in writing effectively with all staff.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Must possess a valid driver's license and have reliable transportation.

**REPORTS TO:** Director of Pupil Services

#### JOB GOAL:

The goal of the School Social Worker is to provide student intervention services, parent education and support, along with coordinating School Social Work Services in the buildings assigned and in the District. He/she will also be responsible for establishing and maintaining effective partnerships with local, county and state agencies to support student needs.

#### PERFORMANCE RESPONSIBILITIES:

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Work loads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

1. Assist the staff in developing an inclusive culture for all students.
2. Advocate for parents and students.
3. Attends staff meetings, IEP-Teams, students' issues, etc., as required.
4. ~~Coordinate the District AQDA program with the Community Liaison.~~ *At Risk + At Ed. grant*
5. ~~Promote diversity focus in our schools and community.~~
6. Assist families in connecting with community agencies.
7. Assist in developing ways to increase family involvement in school activities, volunteering and parent /teacher conferences.
8. Serve as a liaison between community agencies and the District.
9. Establish and assist in maintaining a school environment that is conducive to learning and appropriate to the maturity and interests of the students.
10. Prepare and submit assigned reports.
11. Strive to implement by instruction and action the District philosophy of education and instructional goals and objectives.
12. Recognizes unique needs of students and families and works with consultants and specialists in assessing and resolving health, attitude, social and learning problems.
13. Take all necessary and reasonable precautions to protect self, staff, students, equipment, materials and facilities.
14. Maintain complete and accurate records as required by law, District policy, and school administrative requirements.
15. Assist the Administration in implementing policies and rules governing student life and conduct.

16. Strive to maintain and improve professional competence through staff development activities provided by the District and self-selected professional growth activities.
17. Serve on committees and participate in events related to School Social Work.
18. Promote cultural tolerance in the schools and community. *ediversity*
19. All services will be provided on a flexible schedule.
20. Other duties as assigned by the Director of Pupil Services.

**PHYSICAL REQUIREMENTS:**

**Physical Demands:**

Must be able to exchange ideas and convey information to employees and vendors accurately and clearly. Ability to give and receive detailed information through verbal and written communication. Ability to push, pull, and/or extend hand(s) and arm(s) in any direction. Must be able to travel throughout the district, to communicate with employees and process paperwork. Occasional climbing and or squatting/kneeling is encountered on a daily basis.

**Vision:**

This position requires good peripheral vision and the use of near, mid-range and far vision with clarity of vision at 20 feet or more and 20 inches or less. The ability to judge distance and space relationships and to see objects where and as they are.

**Lifting/Carrying:**

Ability to occasionally lift, carry and raise supplies, printing or paper weighing 10-20 pounds from lower to higher, higher to lower and horizontal positions.

**Physical Environment:**

Employee will be in environment that consists of frequent exposure to outdoor temperatures and crowd noise. Occasionally employee will be exposed to human tissue/fluids.

**Mental Demands:**

Must be able to handle multiple projects and prioritize tasks simultaneously in an organized and timely manner to meet deadlines. Ability to work in environment with frequent interruptions. Ability to work with other employees and students in a tactful manner. Frequent periods of concentrated attention and detailed work.

**Overall Health:**

Must be able to pass the school employee physical exam.

**JOB CHANGES:**

Any aspect of this position not mentioned, but in the opinion of the District Administrator, or Board of Education, that becomes necessary. The employee will be given a reasonable length of time to implement the change. If any item in this job description is in conflict or later becomes in conflict with any laws, rules, guidelines, directives, work contract, or policies, that part of the job description will be changed to comply with the laws, rules, guidelines, directives, work contract or policies.

**TERMS OF EMPLOYMENT:**

Salary and working calendar to be established by the Board, as per the HEA Negotiated Agreement. Position is presently 190-day contract.

**EVALUATION:**

Performance of this job will be evaluated in accordance with performance responsibilities outlined and with the Board's policy on evaluation of Certified Personnel. The Pupil Services Director will be the primary evaluator.