

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 11/17/95  
 LAST REVISION DATE 10/7/06  
 BAND & GRADE C 5 2 13

POSITION TITLE: School Social Worker

IMMEDIATE SUPERVISOR: Building Principal, Program Supervisor, Director of Special & Compensatory Education

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

To facilitate a successful education for children

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 Establish communication between home, school and other agencies. 1.01 Establish positive relationships between parents, school and outside agencies. 1.02 Interpret school policy to parents 1.03 Interpret to parents the child's specific needs. 1.04 Mediate communication problems that may occur between parents and school. 1.05 Interpret school policies and procedures to outside agencies 2.0 Coordinate interventions between home, school and other agencies 2.01 Become involved in crisis situations with the school. 2.02 Investigate truancy/educational neglect problems		D5  W3  W3  D5  W3  M1  W3		Knowledge of: -Applicable state and federal regulations and laws relating to rights of special needs children -Resources available to provide help for children and their families. -Instructional and support systems within the school. -Social work and problem identification techniques. -District policies and state regulations regarding confidentiality and private data. Ability to: -Communicate with students -establish positive relationships with students. -Communicate and establish a positive working relationship with parents	Evidence exists that:  1.01 Efforts toward communication between parent and school were made. 1.02 Mediation efforts were made in situations of potential conflict between parent and school. 1.03 School policies and procedures were interpreted to outside agencies. 1.04 Efforts were made to mediate problems occurring between parents and school. 1.05 School policies and procedures were interpreted to outside agencies.  2.01 Prompt response to crisis situations has occurred. 2.02 Truancy problems have been investigated, parents contacted and possible referral made to legal resources.

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2.03 Facilitate reporting of suspected neglect and child abuse through designated channels.		W3		4. Apply acceptable social work and counseling practices.	2.03 Accurate reports have been completed and sent through proper channels in case of possible neglect or abuse.
2.04 Cooperate in intervention plan with community agencies.		W3		5. Provide support and consultation to classroom teachers in a positive manner.	2.04 Contact with community agencies has occurred when needed.
2.05 Provide liaison between school and community service providers.		D5		6. Organize work load	2.06 Liaison with community agencies has occurred when needed.
3.0 Service students and parents.				7. Record keeping	
3.01 Conference with teachers regarding individual student's problems and needs.		D5		8. Work cooperatively with other special support staff.	3.01 Conferencing occurred with teachers regarding student problems and needs.
3.02 Consult with parents toward understanding of their role in adjustment of child and what they may do to help special need of child within the home.		D5			3.02 Parents have been contacted regarding their students problems and their involvement.
3.03 Refer parents to other relevant agencies for additional services for child and/or family.		D5			3.03 Referrals have been made to other agencies for children and families in need of other services.
3.04 Promote parents' understanding of the necessity of additional services.		W3			3.04 Attempts have been made to promote parents' understanding regarding needed services.
3.05 Attempt to resolve crisis behavioral/emotional problems presented by students.		D10			3.05 Attempts have been made to resolve students' behavioral/emotional problems.
3.06 Initiate assessment procedures in suspected emotionally disturbed children.		W3			3.06 Assessment procedures for students suspected of having EBD needs have been initiated.
3.07 Advise parents of their rights in regard to the services provided to their child by the school.		W3			3.07 Parents have been advised of their rights regarding services provided to children.
3.08 Provide group work services at direction of Director of Special & Compensatory Education.		W3			3.08 Group work had been provided as directed by the Director of Special & Compensatory Education.
3.09 Meet with staff and/or parents regarding Individual Educational Plan, 504, credit recovery, ect., as needed.		D10			3.09 Meetings have occurred with staff and/or parents regarding IEP's

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<p>4.0 Consult with administrators, support staff and teachers.</p> <p>4.01 Work with other school personnel toward meeting specific needs of child.</p> <p>4.02 Interpret to school personnel the specific needs of child due to his/her family social situations.</p> <p>4.03 Provide social history on children with special needs when necessary to develop special programs.</p> <p>4.04 Develop programs to further staff's/student's understanding of at-risk behaviors.</p> <p>4.05 Meet with teachers and support staff to facilitate implementations of student program.</p> <p>4.06 other duties as assigned by the building principal or the Director of Special and Compensatory Education.</p>		<p>D89</p> <p>D5</p> <p>W5</p> <p>W3</p> <p>D5</p> <p>W3</p>			<p>4.01 Appropriate interventions on behalf of child have occurred.</p> <p>4.02 Home/social information has been provided to school personnel when appropriate.</p> <p>4.03 When Appropriate, write social histories.</p> <p>4.04 Development of school program toward further understanding of at-risk students has occurred.</p> <p>4.05 Meetings have been held with teachers and support staff to facilitate student program.</p> <p>4.06 Duties assigned b building principal or Director of Special &amp; Compensatory Education have been completed.</p>
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