



EMPLOYEE NAME: _____

Revised: 3/94; 11/94; 5/95; 3/01; 10/06; 9/07; 9/08; 10/12; 8/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Supply School Social Worker	JOB CODE: SUP5
DIVISION: Leadership and Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Policy, Planning & Student Support	WORK DAYS: As Needed
REPORTS TO: Supervisor, School Social Work	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Serves in the capacity of a substitute school social worker in the absence of the school social worker.	

REQUIREMENTS:

1. Educational Level: Master of Social Work Degree required
2. Certification/License Required: Valid School Social Work Certification or eligible for certification
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization, time management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Complies with School Social Work Department Standard Operating Procedures and attends appropriate in-services and staff development to enhance professionalism.
3. Works effectively with students, parents, and school personnel to serve the needs of all students and to resolve issues in order to promote student success.
4. Makes home visits after consultation with administration and/or upon school social worker assessment.
5. Conducts individual and group counseling activities and/or programs to provide student-centered services to assist with adjustment, attendance, academic achievement, and mental health issues.
6. Serves as liaison between school, home, and the community in order to disseminate information and enhance the student's personal and academic growth which may result in referrals to a specialist and/or community agencies for more intensive services.
7. Participates in RTI, parent/teacher conferences and other student support activities.
8. Makes appropriate and reasonable efforts to verify residency of students for school enrollment.
9. Shares information with school personnel regarding the services of the school social worker.
10. Utilizes assigned technology to maintain required documentation of services rendered.
11. Works in conjunction with Cobb County Juvenile Court and truancy coordinator to enforce school attendance laws.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____