



EMPLOYEE NAME: \_\_\_\_\_

Revised: 3/94; 11/94; 5/95; 3/01; 10/06; 9/07; 9/08; 10/12; 9/13; 6/18 ;8/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Student and Family Engagement Specialist	<b>JOB CODE:</b> 407
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> School Social Workers
<b>DEPARTMENT:</b> Student Assistance Programs	<b>WORKDAYS:</b> 188
<b>REPORTS TO:</b> Supervisor, Positive School Culture Support	<b>PAY GRADE:</b> CSC (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Collaborates with students, families, schools, and community resources to foster student success.	

### REQUIREMENTS:

1.	Educational Level: Master of Social Work Degree required
2.	Certification/License Required: Service Certificate S-5; Certified School Social Worker; LCSW license preferred
3.	Experience: 1-year school social work or 5 years general social work preferred
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.	Works with students and families to create a plan for the student to be fully engaged in school and connect the family with resources needed to do so successfully.
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.	Conducts informational and training sessions for families regarding successful school experiences.
8.	Assists in the management of community resources that may be available to families.
9.	Informs local school counselors of necessary information regarding a specific student or family as it relates to student success.
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 \_\_\_\_\_