



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

Revised: 3/94; 11/94; 5/95; 3/01; 10/06; 9/07; 9/08; 10/12; 9/13; 6/18; 4/25

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> School Social Worker	<b>JOB CODE:</b> 407
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> School Social Workers
<b>DEPARTMENT:</b> Policy, Planning and Student Support	<b>WORK DAYS:</b> 184
<b>REPORTS TO:</b> Assistant Director, Social Workers	<b>PAY GRADE:</b> CSC (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Acts as a liaison between school, home, and community to provide services and advocacy to students and families.	
<b>REVISION DATE(S):</b> 4/25	

**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.	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 \_\_\_\_\_