

## School to Home Liaison / School Social Worker Job Description

**Qualifications:** Bachelor's Degree in related field (Social Work Preferred)  
Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

**Reports To:** Director of Special Services

**Terms of Employment:** 190 contracted days with benefits according to Board policy

**Salary Schedule:** Certified Staff

**Job Goal:** The school social worker is responsible to the Director of Special Services and Principals of assigned school buildings for providing school resource services and counseling to students, staff members and parents as directed by the Director of Special Services and the building principals.

### Essential Job Functions:

1. Provides direct and indirect services to students and families to address any issue that interferes with the educational process using goal oriented casework, group work and community organizational skills.
2. Provides short-term therapeutic interventions for students and families.
3. Meets individually or in small groups with students to provide counseling, referrals, educational planning and goal setting.
4. Provides home visits and transports students to community services, as needed.
5. Provides parent education and resources for families.
6. Participates as a team member with other school support personnel. When necessary, provides social and family information in school support team, meetings when planning programs for individual students.
7. Maintains a record system of information obtained through individual contacts and makes necessary information available to school personnel to facilitate understanding of the individual student.
8. Maintain adequate safeguards for the privacy and confidentiality of information.
9. Maintains current information regarding community resources and makes appropriate referrals and works with outside providers, in situations where warranted. Empowers students and their families to gain access to and effectively use formal and informal community resources.
10. Assist personnel during conferences, home visits, and evaluations, acting as a liaison between home and school.
11. Attend regular and special meetings as required by the administration.
12. Serve as Homeless Coordinator for the District and maintain training in this area.

**OTHER JOB FUNCTIONS:**

1. Interprets to parents, school policies and procedures as they pertain to individual students.
2. Maintains current information regarding issues pertaining to children and youth, with/without disabilities and of agreements with the Division of Family Services and the Morgan County Juvenile Court pertinent to non attending students and to cases of child abuse and/or neglect.
3. Cooperates with the Director of Special Services, Counselors, and other building personnel in developing and implementing social work programs for students and parents with special problems or needs.
4. Participates in in-service programs to enhance skill building.
5. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
6. Adheres to good safety practices.
7. Adheres to all district rules, regulations, and policies.
8. All other duties as required or assigned.

**PHYSICAL DEMANDS:**

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials.

**CONDITIONS AND ENVIRONMENT:**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading or unloading students from district transportation and supervising recess or other activities.