

3. Provide crisis support and counseling to students, parents, and school staff.
4. Coordinate and integrate school and community resources and refer school staff and parents to community resources where appropriate.

Assessment

5. Identify and explore causes of students' dysfunction as it relates to the home, school, and community including making home visits to gather information relating to students. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
6. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.

Consultation

7. Work with school personnel to help students explore alternative education programs and career counseling.
8. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
9. Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.
10. Consult with parents regarding their children's academic performance, behavior, and needs.
11. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance.

Program Management

12. Develop and maintain effective individual and group relationships with students and parents.
13. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
14. Compile, maintain, and file all reports, records, and other required documents.
15. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

Other

16. Follow district safety protocols and emergency procedures.
17. Other duties as assigned.

Supervisory Responsibilities:

May supervise persons completing practicum or internship through a college or university program.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

Environment: Work inside, may work outside; regular districtwide travel to student homes

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____