

## **JOB DESCRIPTION**

**DEPARTMENT:** INSTRUCTIONAL SUPPORT SERVICES

**JOB TITLE:** SCHOOL SOCIAL WORKER

**REQUIREMENTS:**

- A. Education Level:** Master's degree in social work from an approved social worker preparation program. South Dakota Certified Social Worker certification.
- B. Experience Desired:** Experience in a school setting.
- C. Other Requirements:** A school social worker provides interventions with students and their families to assist them with a broad range of personal/social concerns that interfere with student success at school.
- D. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing, keyboarding, hands, and fingers, sitting, speaking, talking, and writing.

**REPORTS TO:** Director of Instructional Support Services

**RECEIVES GUIDANCE  
FROM:**

Principals  
Director of Instructional Support Services

**DATE:** June 2002

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Works with students, parents, and school staff members to intervene in a wide range of personal/social concerns to help students become and remain successful at school.
2. Collaborates with Department of Social Services and other community agencies to provide services for students and their families who are in need of assistance.
3. Assists students and their families to access appropriate community agencies and service providers.
4. Provides support for parents to communicate effectively with school staff members.
5. Arranges education opportunities for parents related to effective parenting, building self-esteem, discipline, anger management, conflict resolution, health, hygiene, and nutrition.
6. Intervenes in cases where excessive absence or truancy is the presenting problem.
7. Files truancy petitions when students or parents do not comply with interventions to encourage student attendance.
8. Provides staff development and consultation designed to support student success.

