

BI-COUNTY SPECIAL EDUCATION COOPERATIVE

Board of Control

Policy Statement

Policy Section: JOB DESCRIPTIONS

Policy Title: School Social Worker

Policy# 1106 Date of Adoption: 10/85; 11/19/19

SCHOOL SOCIAL WORKER

Contract Length: 185 days

Licensing Requirements: Professional Educator License  
School Social Worker Endorsement

I. Job Description

\_\_\_\_\_Evaluates students in need of services (prioritized per mandates)

- A. Facilitates referral process by conducting Social Developmental Study, a process mandated to include, but not limited to:
  - a. Securing parent permission for initiating case study evaluation.
  - b. Explaining parental rights and procedures.
  - c. Imparting thorough understanding of evaluation and available services.
  - d. Gathering health and medical data.
  - e. Gathering social/family data.
  - f. Compiling narrative social developmental study which describes the student, his/her environment/culture, and identifies his/her adaptive behaviors and socio-emotional needs, crucial to determining academic needs and resources.
- B. Is aware of district, state, and federal regulations and guidelines.
- C. Participates in pre-evaluation conferences and collaborates with school personnel and administration.
- D. Participates in building student/teacher assistance teams to determine appropriate RtI assistance, possible socio-emotional interventions, and/or determine the need for special education evaluation.
- E. Participates in IEP conferences and/or post evaluation decision-making and implementation meetings.
- F. Provides communication between school and parent to include interpretation of IEP to parents who are unable to participate in conferences, explanation of rejection of referral and/or termination of service.
- G. Assists school personnel in identifying students in need of school social work intervention.
- H. Provide consultation and inservice training experiences to school personnel, parents and students.

- I. Seek to identify problems in the school and community that relate to general welfare of students and to consult regarding remediation.
- J. Provide counseling to children.
- K. Provide counseling to parents on behalf of children.
- L. Serve as a liaison between home and school.
- M. Facilitate effective use of community resources to meet the needs of children.
- N. Participate in team meetings.
- O. Responds to Administrator's request for emergency and crisis intervention.
- P. Completes referral materials and necessary written work to benefit and enhance services to students.
- Q. Participates in school social work meetings.
- R. Other duties as assigned by the Director.