

DeKalb County School District

Position Specification

Title: Social Worker (10 month)

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal; Coordinator III, Social Work		
CLASSIFICATION	Teacher	LEVEL	Teacher
CALENDAR	10 Month	FLSA	Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	07/02/2012

General Statement of Job

Under general supervision, enhances students' learning opportunities, achievements and socio-emotional functioning by developing/strengthening a link between the home, school and community resources.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Counsels/works directly with students to provide support and services individually or in group settings to help deal with grief, mental/physical issues, academic, discipline, attendance, health, chemical dependency and/or family issues to ensure their academic success.
- Communicates student and school needs/concerns to parents/families via conferences, phone calls, home visits, letters and/or emails; serves as a liaison between student, home, school system and community agencies.
- Confers with faculty and staff regarding academic, attendance, discipline, family, physical and mental health, substance abuse, pregnancy, economic, suspected abuse, special needs students, runaway, homeless issues and county policy and procedures; Advises school administrators, counselors, and staff on critical issues impacting student achievement.
- Administers procedures set forth in the Georgia Compulsory School Attendance Law and related to DeKalb County Board Policy.
- Acts as a district-mandated reporter for child abuse/neglect cases.

- Assists parents, school personnel, and other professionals to identify impediments to educational achievement and align strategies and resources for student success.
- Assists in securing medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
- Performs other duties as assigned.

Education and/or Experience:

Master's Degree from a Professional Standards Commission approved accredited college or university in Social Work, Counseling or closely related area is required.

Minimum of one (1) year professional social work, counseling or closely related experience is required.

Certificates, Licenses, Permits:

Valid Professional Standards Commission approved certificate in school social work at level S-5 or above required.

Knowledge, Skills & Abilities:

May require:

Knowledge of social work ethics, modalities and procedures; theories of human behavior and development; case law and due process; community services and resources; school system policies and procedures; program development and management; and parent's rights and state guidelines.

Skill in conflict resolution; writing; analytical thinking; working with diverse individuals and groups; decision making; interviewing; community networking; creative resource development; organization and record keeping; and problem solving.

Ability to use relevant computer applications; prioritize tasks; and manage multiple assignments simultaneously.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.