

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: School Social Worker

REPORTS TO: Designated Administrator

JOB SUMMARY: To help students resolve those personnel, emotional and social problems that interfere with adjustment to school and to help minimize interruptions in education caused by problems outside the school's capabilities.

QUALIFICATIONS:

1. Bachelor's degree or higher.
2. Valid Massachusetts Teacher's certificate covering school social worker.
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

DUTIES AND RESPONSIBILITIES:

1. Counsels with parents toward improving home situations whereby more favorable conditions will be attained in regard to school work, behavior, attendance and interest.
2. Serves as liaison between the school and outside agencies such as the Health Department, Children's Medical Services, Department of Health and Rehabilitation Services, Child Protection Team, and, on occasion, the Juvenile Court.
3. Helps families better understand the school and its programs.
4. Makes home visits for the purpose of gathering information for a social developmental history.
5. Helps families make appropriate social agency contacts, when needed.
6. Serves as liaison between home and school when considerable follow-up is necessary, as in welfare cases for disadvantaged students.
7. Participates with other members of the Student Services staff members and outside agencies when appropriate.
8. Keeps sufficient records of casework for use by school staff members and outside agencies when appropriate.
9. Presents a positive image of the school to parents and conveys to them the school's genuine concern about the education, growth and development of each child.
10. Serves as a channel of communication for relaying the concerns, thoughts, and attributes of parents and the general public to the school.
11. Works closely with health, welfare and law enforcement agencies to coordinate all services.
12. Keeps complete, up-to-date, and accurate records as required by law, policy and administrative regulation.

13. Gathers information from home visits that will be useful in determining how best to meet the needs of the student and his parents relative to improving and making the school experience more meaningful.
14. Confers with parents on daily absences and makes home visits when necessary.
15. Counsels with students on interrelated problems, apprising them of consequences when necessary.
16. Investigates attendance problems reported by others.
17. Counsels students in matters of attendance and tardiness and makes every effort to resolve problems contributing to poor attendance.
18. Maintains a file on all referrals and counseling, noting any action taken.
19. Refers to the Director of Special Services those chronic cases that have proved unresponsive to counseling and/or other treatment.
20. Exercises leadership in influencing policy and support constructive change both within and outside the school setting.
21. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

TERMS OF EMPLOYMENT:

Ten-month year. Salary as established by the NTA CBA.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the school committee's policy on assessment of certificated personnel.