

## **BEDFORD COUNTY BOARD OF EDUCATION**

**TITLE** – School Social Worker

**IMMEDIATE SUPERVISOR:** Social Emotional Learning and Mental Health Coordinator

**POSITION DESCRIPTION:**

- Under the direct supervision of SEL Mental Health Coordinator, the School Social Worker will provide consultative and direct services to principals, counselors, teachers, at-risk students and their families.
- The School Social Workers serves as a link connecting students and their families with the schools they attend and the community in which they live.

**ESSENTIAL DUTIES:**

- Consult with principals, school counselors, teachers, parents and other school personnel who require assistance in dealing with specific child and youth development behavior problems including attendance problems.
- Serve as liaison between students and their families and a broad range of community agencies and practitioners as needed to assist in the provisions of appropriate services to eligible students.
- Provide information and/or consultation to school staff and parents regarding social and emotional needs of students.
- Assist in the development of intervention plans for at risk students.
- Conduct home visits in order to complete developmental social histories, adaptive behavior scales, medical histories, and secure other information from parents which may assist in providing an appropriate educational program.
- Serve as a consultant to all school administrators and school counselors regarding at risk behaviors.
- Serve as a liaison between the school and the student services department.
- Interpret criteria for community resource utilization for school personnel.
- Provide professional development for school system personnel regarding such topics as emotional, sexual abuse, social skills training, peer relationships; positive discipline and home/school partnership.
- Assist with mental health crises within school.
- Complete and maintain all records pertinent to the performance of assigned responsibilities and duties in a timely and efficient manner.
- Conduct social skills groups or individual sessions for targeted students at schools under the direction of the school principal.
- Maintain a daily log of activities carried out in the performance of assigned responsibilities and duties.
- Move about the school system and community during the school hours as needed, in the performance of assigned responsibilities and duties.
- Maintain current information of programs, trends and delivery of services to at risk students.

- Assist in the preparation of paperwork, forms and data to meet federal, state and local funding requirements.
- Attend staff, professional, and interagency meetings.
- Conduct appropriate research and keep abreast of new developments in the field.
- Assume responsibility for maintaining all required professional endorsements and licensure.
- Be available for job related activities outside the instruction day upon reasonable request of student, parent, teacher, or administrator.
- Attend truancy board.
- Perform other duties and reports to SEL Mental Health Coordinator.

#### **QUALIFICATIONS:**

- Hold a current Tennessee Teacher License with a School Counselor or School Social Worker endorsement.
- Master's degree preferred.
- Must meet all health, physical and background requirements.
- Strong problem-solving skills.
- Variable experience to perform duties.
- Able to organize multiple priorities and work on a flexible schedule.
- Strong written and verbal presentation skills.
- Possess a strong and interpersonal skill-ability to work with a wide range of people (i.e., students, school administrators, teachers, support staff, parents, and other professionals in the school and community).
- Process sufficient computer and word processing skills necessary to maintain records and complete required documents and other paperwork related to the position.
- Able to take direction, work collaboratively or independently.
- Have and demonstrate leadership skills.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 10 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students and parents.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings or words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

## **WORK CONDITIONS**

Normal working environment.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

### **SALARY**

As per current state and local salary schedules.

### **CONTRACT LENGTH**

200 days—FLSA EXEMPT

### **SICK LEAVE**

1 Day per month of service

### **PERSONAL PROFESSIONAL**

2 days per year  
1 day per year

### **VACATION**

As per current Board Policy

### **EVALUATION**

Performance will be evaluated in accordance with local and state guidelines.