



Job Description

Job Title: Lead School Social Worker

Supervisor: Supervisor II, Referrals & Assessment Services

Position Code: 2EO6

Pay Grade: 42

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position manages, monitors, and facilitates the work responsibilities for departmental and contracted school social workers and coordinates the assignments for school social worker intern(s). Position supports instructional programs by reviewing reports of team members, mentoring colleagues and supporting professional accountability. Position performs specialized social work in an educational setting to enable students to achieve optimal learning. Position collects, interprets, and synthesizes information about a student's social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning. Position works cooperatively as an interdisciplinary team member to provide services and to devise an appropriate service plan for referred students and their families.

Essential Duties

1. Manages, monitors, and facilitates the work responsibilities for departmental school social workers.
2. Performs casework services with students and families to help resolve student's behavioral and social problems.
3. Selects and administers age appropriate assessment methods and materials in order to determine the needs of the student.
4. Consults with teachers and other school personnel to obtain information regarding the reason for referral.
5. Gathers background information on the student's social history by conducting behavioral observations, making home visits, conducting interviews, and reviewing school records.
6. Submits comprehensive socio-cultural assessment reports that address the reason for referral and include appropriate recommendations.
7. Serves as a member of the interdisciplinary assessment team assigned to each school and works as a team member in making placement decisions, developing intervention plans, and planning programs to meet the special needs of children.
8. Communicates case findings and recommendations to teachers and other school personnel as needed.
9. Participates in eligibility committee meetings and contributes to the development of the Individualized Education Plan (IEP).
10. Services as a resource to teachers and staff regarding social work services and the academic/social needs of students.
11. Conferences with and provides information, support, and counseling to parents/guardians of students.
12. Provides in-service training and workshops for teachers and staff regarding mental health issues and proper procedures for the identification and referral of students.
13. Organizes and conducts specialized programs to include parent training classes and student support activities.
14. Conducts specialized individual and group counseling sessions to address specific emotional,

- social, and behavioral needs of students.
15. Serves as a liaison between the student, home, school, private counseling facilities and community resources such as social services, court services, and family service agencies.
 16. Provides follow-up support and periodic re-evaluation services as necessary.
 17. Acts as a member of the school crisis team to provide intervention to students as necessary.
 18. Makes court appearances to present data and performs court-requested evaluations.
 19. Compiles monthly reports and maintains accurate case records.
 20. Models nondiscriminatory practices in all activities.
 21. Plans, coordinates and facilitates bi-monthly meetings with school social workers
 22. Assists the Department Supervisor in planning and conducting bi-monthly department staff meetings.
 23. Maintains adequate and current testing materials required by school social workers.

Other Duties

1. Keeps abreast of developments and research in the field of school social work and shares with colleagues.
2. Performs any other related duties as assigned by the Supervisor II, Referrals & Assessment Services or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree in social work or a related field and meet the Virginia Department of Education licensure eligibility requirements for School Social Workers. Must possess ability to collect, interpret, and synthesize information about a student's social history, community environment, family dynamics, economic differences, and significant crises that influence academic and behavioral functioning. Must have demonstrated ability to work cooperatively as an interdisciplinary team member and devise an appropriate service plan for referred students and their families. Must possess the ability to synthesize and interpret diagnostic and assessment data. Must possess excellent communication and time management skills. Must possess the ability to establish and maintain effective working relationships with community agencies, students, families, team members, and others.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in

an office and school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None
Supervision Received: Supervisor II, Referrals & Assessment Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Social Worker will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Referrals & Assessment Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

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| Supervisor | Date |
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I acknowledge that I have received and read this job description.

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| Employee Name (Print) | Signature | Date |
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Revised 6/10 (BB)