

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
SCHOOL SOCIAL WORKER**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Allied Health	C/4/2	Exempt

CLASS SUMMARY:

The School Social Worker is a standalone class. Incumbents are responsible for providing individual and group supportive services and social interventions and serve as liaison with homeless families; work with the social and emotional health of students and families; address attendance and truancy issues; and may act as child protective services coordinators.

Duties include serving as the link between home, school and the community including providing and supporting violence, conflict, bullying, and other prevention programs; providing peer mediation and character education; collaborating with and providing referral to community agencies on behalf of students and families; providing crisis intervention, individual and group counseling; assisting with functional assessments and behavioral intervention strategies; providing staff and parent education and training; structuring services to reflect best practices; and consulting with teachers and other District personnel.

The School Social Worker is distinguished from other allied health classes by the focus on social interventions and prevention programs and services.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Provides counseling to individuals and groups of students having emotional, social, behavioral, or attendance problems including method of problem solving and referral to appropriate agencies as needed.	Daily 25%	C/4
Provides counseling services and effective parenting strategies for parents of students and referral to appropriate agencies as needed.	Daily 20%	C/4
Collaborates with teachers, administrators and other staff providing consultation; assessing interventions and evaluating results; and developing prevention goals.	Daily 15%	C/4
Serves as a liaison between school and home for students identified with relevant needs including home visits.	Daily 10%	C/4
Screens and evaluates students referred for prevention or other appropriate services including crisis interventions.	Daily 5%	C/4
Prepares and maintains records and documentation.	Daily 5%	B/2
Develops proactive programs for peer mediation and conflict resolution as needed.	Monthly 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Bachelor's Degree in social work or related field and two years related experience is required; Master's Degree is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Fingerprint Clearance Card;
- School Social Work Specialist Certificate preferred.



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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Behavior management techniques;
- Social work principles and practices;
- Child development;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Managing behavioral problems;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

