

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2216  
Instructional

FLSA: Exempt

**SOCIAL WORKER**

**MAJOR FUNCTION:**

This position provides a specialized service for helping students in an adjustment which enhances learning and participation in school. The students referred to this position are primarily those identified as having problems in behavior, personality, achievement and/or attendance, to the extent that they are not making constructive use of school. Responsibilities include helping students through casework, group work or consultation, either on a long or short-term basis, involving contacts with the child and/or parent, school personnel and community resource.

**DUTIES AND RESPONSIBILITIES:**

- Facilitates and consults with school staff with regard to individual case situations when appropriate.
- Develops and maintains partnerships with social work related community organizations.
- Conducts individual and/or group counseling sessions with students and/or parents.
- Facilitates student and teacher learning on issues such as character education, child abuse, suicide, safety, alcohol/drug abuse, human relationships, communication skills, peer mediation, teen pregnancy, and other mental health/social issues.
- As a member of the county crisis response team, organizes, facilitates, and provides support services to the affected students and school staff during and after a crisis.
- Makes referrals to school and community resources to provide both remedial and preventive services to students and their families.
- Allocates time and resources consistent with the department mission statement.
- Involves family, teachers and student when creating a success plan for support plan for the student.
- Develops a plan to enhance student learning and participation in school. This may include: monitoring students with poor attendance--intervening and referring as necessary; functional behavioral assessment; academic improvement planning; behavior support planning; and individual education planning.
- Solicits feedback to build, maintain, and improve student, parent and community partnerships.
- Assists students and their families in the resolution of behavioral, emotional and social needs through school and community resources and referrals.
- Aggregates, maintains and monitors customer satisfaction and dissatisfaction data to help determine needs and priorities.
- Develops and monitors program processes and services based on needs of students, teachers, administrators, and families.
- Maintains awareness of developments in the field of school social work by participation in workshops and seminars, and through private study of professional books and journals.
- Develops practice models to meet the needs of students and families.
- Considers level of satisfaction in determining intervention aim (everyone involved).
- Coordinates and collaborates with school personnel and private and public sectors of the community to meet the needs of Pinellas County students and families.
- Communicates the expectations and services of the school to the parent.
- Communicates the expectations of the parent to the school.
- Maintains an information system that supports the facilitation and monitoring of department goals and initiatives.
- Establishes, maintains, interprets and utilizes case information and performance data collected.
- Uses social work data to maximize resources available to schools.
- Maintains records of case information and services provided.
- Aligns services with school improvement plan, C&I Division Plan, customer and state requirements.
- Assists schools and community agencies in analyzing data for continuous improvement in student achievement.

## **SOCIAL WORKER**

### **DUTIES AND RESPONSIBILITIES (Continued):**

- Provides students and other funding agencies with timely access to information, and materials, to improve student performance.
- Uses comparison and benchmarking data in the analysis of professional performance.
- Administers various behavior rating scales and other standardized instruments.
- Responsible for behavior and academic assessment including bio-psychosocial histories for the purpose of educational planning.
- Provides training for faculty, students, parents, and the community on issues such as child abuse, suicide, safety, alcohol/drug abuse, human relationships, communication skills, peer mediation, cooperative discipline, homelessness, truancy, teen pregnancy, character education, and other mental health/social issues.
- Participates in trainings to enhance professional development.
- Consults with faculty, administrators, physicians, psychiatrists, mental health professionals, attorneys, law enforcement personnel, and local, state, and federal social service agencies to address student problems for highest student achievement.
- Participates in staffing assessment for placing students in appropriate educational programs.
- Coordinates with staff to refer students who exhibit at risk behaviors for dropping out of school to dropout prevention programs.
- Facilitates statistical accountability by obtaining Requests for Services and turning in monthly activity reports and closeout sheets. These reports are also used for monitoring and improving social work programs and social worker caseloads.
- Provides information to the schools and the public concerning school social work.
- Stays informed and work toward the expansion and development of available school and community services and resources for highest student achievement.
- Establishes and maintains a collaborative relationship with community agencies serving children and youth.
- Facilitates statistical accountability by obtaining request for service, closeouts and monthly activity report.
- Apprises schools of actions taken on behalf of students.
- Summarizes all contacts regarding students in a professional and timely report.
- Facilitates and monitors personal accountability to ensure highest student achievement.
- Advocates, facilitates and monitors the development, deployment and results of student service initiatives.
- Advocates, facilitates and contributes to school social work accountability for results aligned to the district's strategic directions.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

Master's degree in Social Work plus one (1) year of experience in social work or one (1) year of experience working in a school for a community agency or graduate internship at a school in social work. Certification as a school social worker.

### **PREFERRED:**

Orientation to and/or experience in a school setting.

ISSUED: 3/82; FORMAT REVISED: 1/89; CHANGE MQ'S & DUTIES: AK 3/04; REVISED FORMAT: 2/27/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**SOCIAL WORKER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects			X		
14. Manual dexterity or fine motor skills			X		
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Social Worker - INS