

**TITLE:** SOCIAL WORKER

**QUALIFICATIONS:**

1. A Bachelor's degree in Social Work or a Bachelor's degree in a related field with coursework in the field of Social Work
2. Knowledge of state and federal regulations concerning Special Education and/or Title I as appropriate
3. Knowledge of support services available on the local and state levels
4. Ability to work effectively with students, parents, other staff members and the community

**REPORTS TO:** Supervisor of Special Education or Director of Instruction and Federal Programs as appropriate

**JOB GOAL:** To serve as a liaison between the school and the home of Special Education and/or Title I students as appropriate to help such students resolve personal, emotional or social issues which interfere with their adjustment to school.

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as a link between home and school through home visitation, through parent conferences at school or by telephone.
2. Calls on appropriate community agencies for assistance and/or coordination of services.
3. Serves as advocate for Special Education or Title I students through conferences with teachers, speech therapists, psychometrists, principals and other specialists.
4. Provides transportation for parents and targeted students to needed services in schools or in the community.
5. Conducts conferences with individual students and/or groups of students.
6. Attends professional workshops and meetings related to areas of responsibility.
7. In the case of Special Education Social Worker, attends and serves as a consultant in Pupil Eligibility Committee meetings in all schools.
8. In the case of Title I Social Worker:
  - a. Convenes annual meeting to inform parents of the Title I Program, funding, student eligibility, and parent involvement.
  - b. Provides written description of Title I services to all Title I parents.
  - c. Involves parents in the planning, design, and implementation of the Title I Program.
  - d. Provides a range of services to parents designed to strengthen their involvement, their understanding, their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources available.
9. Performs such other duties as may be assigned by proper authorities.

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**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Florence City Schools

Approved by Board of Education 11-12-13