

Buhl School District #412
Job Description

Certified

TITLE:

- Social Worker K-12

SUMMARY:

- Provide problem solving services to children and families.
- Serve as a member of diagnostic, educational planning and placement committees.
- Provide biological, psychological and sociological assessment information.
- Consult with problem-solving, evaluation and IEP teams.

REPORTS TO:

- Building Principal and Director of Special Education

SUPERVISORY RESPONSIBILITIES:

- Students, assistants as assigned by Administrator

PROFESSIONAL REQUIREMENTS:

- Valid Idaho Certificate with School Social Worker endorsement.
- Ability to perform duties in accordance with general educational ethical requirements of the Buhl School District and the State Department of Education

DUTIES AND RESPONSIBILITIES:

1. Perform casework services with students to correct personal, social, or emotional maladjustments related to the educational and social progress
2. Perform casework services with parents as part of the task of assisting students; increasing parent understanding and constructive participation; and increasing parent knowledge/use of appropriate resources.
3. Consult and collaborate with school personnel in collecting and disseminating information; and establishing respective roles in student behavior modification.
4. Supervise referral of students to appropriate agencies such as Health and Welfare, Juvenile Corrections, Juvenile Probation, Suicide Prevention Task Force, Drug and Alcohol Programs and serves as liaison between home and school when follow up is necessary. ω Participate as team member for problem-solving team, evaluation and IEP team meetings and maintain all required records.
5. Serve as a consultant to school social psychologists, case managers and counselors.
6. Serve as a consultant to problem-solving teams, evaluation teams and IEP teams.
7. Meet and instruct students at designated times and locations ω Establish and maintain standards of student behavior.
8. Participate in curriculum, developmental programs and student activities. ω Complete appropriate reporting requirements in a timely manner.

9. Evaluate and suggest revisions to the program, as needed.
10. Any other duties as directed by the Building Administrator

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- While performing the duties of this job, the employee frequently stands, walks and sits. The employee may occasionally push or lift up to 50 lbs., such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The employee must be able to attend meetings in the evening and at other locations. The noise level in the work environment is generally moderate. Duties are performed indoors and occasionally outdoors.

COMPENSATION:

1. Yearly contract based on academic calendar as determined by the Board of Trustees and employee placement on the district's current salary schedule. Placement is determined by employee's experience and education level. Generally 180-190 days.
2. Comprehensive benefit package.
3. Certain specific assignments may require additional work days (extended contracts) as determined by district administration.

EVALUATION:

- Employee's performance in this position will be evaluated by the Principal and/or designee in conformance with district policy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

AN EQUAL OPPORTUNITY EMPLOYER

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided a copy of this job description