CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Social Worker **Department:** Special Education

Calendar: Teacher Calendar (200 days)
Grade: Teacher Salary Schedule

Job Description
Date Reviewed: August 2022 **Reports To:** Principal

Purpose of Job
The purpose of this job is to assist Principal and Staff with students who have been diagnosed with emotional disabilities and who currently are or maybe identified as a student with a disability under the Individuals with Disabilities Education Act. Duties and responsibilities include counseling, development of behavior plans, assisting administration and staff with behavior interventions, monitoring student behavior, creating appropriate student records, and assist with students displaying at risk behaviors.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Obtains information and writes social history reports including educational, personal, medical, developmental and family data.
- Conducts social work assessments and assists in placement of special education students.
- Provides for individual and group counseling to reduce problem behaviors
- Assists in integrating new and returning students into the school system.
- Plans, coordinates and supervises an effective school social work program
- Maintains up-to-date, accurate student records.
- Serves as a liaison to community agencies and practitioners and works with them in providing comprehensive services to students.
- Regularly evaluates the effectiveness of social work services and identifies need for additional services.
- Documents treatment plans and delivery of services.
- Interprets criteria for community resource utilization to school personnel
- Provides support and counseling to school staff.
- Assists M-team in program planning for students with special needs.
- Provides information to school staff about social needs and problems of students and families.
- Reports student and family status and progress regularly to school personnel.
- Assists the school system in assessing staff development needs
- Orients school personnel to school social work services.
- Provides staff development activities for school personnel on topics such as abuse, neglect, developmental delays, emotional disturbances, substance abuse and potential suicide.

Additional Job Functions

CONSULTATION AND COMMUNICATION. THE SCHOOL SOCIAL WORKER:

- Makes home visits and holds conferences with parents.
- Mediates between family and school clarifying expectations for students.
- Interprets criteria for community resource utilization to families and assists in locating appropriate services outside the school when needed.
- Provides support and counseling to families. Provides information to parents (when appropriate) about social needs and problems of students.
- Reports student progress and status regularly to parents.
- Provides training in parenting skills.
- Consults with school and system administrators regarding the social work program and services.
- Assists in budget preparation for social work services as needed.
- May attend IEP meetings and staff development and other meetings pertaining to the child/children in this group.
- Must complete training in job specific activities such as identification and management of seizures, proper restraint of wheelchairs in motor vehicles and as dictated by the needs of students.
- Sets example for all persons who come in contact with students, ensuring respect and kindness.
- Performs other duties as required.

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

Minimum Training and Experience Required to Perform Essential Job Functions:

- A valid social workers license issued by the Tennessee Board of Social Workers or the licensing board of a state other than Tennessee; or
- A bachelor's degree or higher in social work and hold a valid out-of-state professional-level educator license; or
- LMSW license from the Board of Health.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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Employee's Signature **Employee's Munis Number** **Date**