
Position Title: School Social Worker / AODA Coordinator
Qualifications:
Department: West Salem School District Office
Reports To: Director of Pupil Services and Special Education
Prepared By: Director of Pupil Services and Special Education
Approved By: Board of Education Date: July 27, 2009

I. Summary: The Social Worker / AODA Coordinator assists students with academic learning by providing strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process. Working with parents/guardians, teachers, school staff, administration and community based resources, the school social worker implements strategies that promote students' positive school adjustment.

II. Essential Duties and Responsibilities:

- A. Identifies and assesses academic problems through analysis of factors affecting student adjustment including factors in the home, school and community.
- B. Provides individual and group therapeutic counseling to students and their families.
- C. Provides parent/guardian training and support to address identified issues related to child development, stress reduction, discipline, safety and teacher/parent/student communication.
- D. Participates as a member on Individual Education Plans, Pupil Services Teams, Child Study Teams and other school based teams to develop interventions for promoting students' academic success.
- E. Conducts home visits related to establishing communication and positive connections between the parent/guardian and school setting around identified issues.
- F. Conducts risk assessments on referred students.
- G. Completes functional behavior assessments on identified students.
- H. Serves on both school-based and system-wide committees to address educational issues, adjustment problems, safety issues and program development for students.
- I. Provides social work case management for students and families.
- J. Provides staff consultation on behavioral, emotional and environmental issues affecting student participation in the learning process.
- K. Conducts staff development on issues related to social-emotional-environmental factors that impact learning.
- L. Maintains required clinical records and submits appropriate documents for statistical reports with adherence to program standards in school social work.
- M. Serves as a liaison between families and the school to positively promote collaborative processes in educational planning for students by encouraging parent/guardian participation in the school setting.
- N. Completes psychosocial assessment to assist in the determination of special education services.
- O. Facilitates the referral of students to outside agencies such as the Child Welfare Department, Child Protective Service and the juvenile court system.
- P. Plans and provides leadership for the district's AODA education program.
- Q. Works cooperatively with health and guidance personnel to coordinate and/or provide the district's alcohol and drug education program services.
- R. Works jointly with district staff and CESA#4 staff in planning the wise utilization of federal funds and assumes final responsibility for writing and filing applications for federal AODA monies.
- S. Performs other duties as the Director of Pupil Services and/or Superintendent may determine.
- T. Be knowledgeable and follow all district policies.
- U. As a representative of the school district, deals with the public and school employees and students in a courteous and professional manner.

III. Supervisory Responsibilities:
None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

A Masters of Social Work degree

B. Certificates, Licenses, Registrations:

A Wisconsin Department of Public Instruction License #50 certification as School Social Worker is required, Maintain current CPR, AED and First Aid certification.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain strict confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.