



NEW: 07/01/2020
Submitted: 06/09/2020

JOB TITLE:	SOCIAL WORKER PUPIL PERSONNEL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	187 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4170
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Implements and maintains social services delivery and coordination to pupils of the District. Maintains regular contact with local staff, agency personnel, court workers, doctors, lawyers, parents and pupils. Exercises no supervision of other positions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Identifies pupil difficulties which interfere with attendance, adjustment, and achievement in school through referral by teachers, Principals, counselors and other personnel
- Serves as a member of the Neighborhood Place interdisciplinary team to identify resources of the school District and represented agencies to address family problems and develop appropriately planned social service interventions; which would service as a liaison between home, school and community and act as an advocate for children
- Consults and collaborates with other school personnel to gather information and establish a plan for modification of pupil's specific challenges and agency personnel
- Works with individual pupils toward correction of certain personal, social and emotional challenges
- Works with parents to help increase their understanding, and constructive participation in appropriate efforts to alleviate pupil's challenges
- Utilizes planned consultation with the District and represented community agencies within the Neighborhood Place to identify individual children families, and target populations in need of services not currently offered and to work collaboratively with these entities to create services
- Functions as a member of the Jefferson County Public Schools' crisis team to respond to schools during critical situations that affect students, staff of the community
- Provides psycho-educational group services for students or parents in facing emotional issues i.e., death, divorce, alcohol and drug abuse, self-esteem, etc.
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor and evaluated by Director Pupil Personnel

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lights weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment

MINIMUM QUALIFICATIONS

- Master's Degree in social work (MSW)
- Kentucky certification in public school social work
- Effective communication skills

DESIRABLE QUALIFICATIONS
High degree of dedication to the profession of school social work; self-management; maturity; and flexibility
Knowledge of community resources
Demonstrated expertise in working with students, parents, school personnel and community members of varying goals and cultural backgrounds
Experience in a diverse workplace