

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Corporation Social Worker

EXEMPT: No
SALARY LEVEL: Per Classified Policy – School Social Worker
LOCATION: Plymouth Community School Corp.
REPORTS TO: Elementary Principal
LENGTH OF WORK: Nine (9) months / year

JOB GOALS: The social worker will provide services to students individually and in groups, and to parents to help students become more successful in school.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Provides services for students individually, in small groups, and in the classrooms.
2. Diagnoses problems and plans for immediate and future services.
3. Assists students and parents in assuming responsibilities for problem solving.
4. Reports student progress to parents/guardians.
5. Responds to concerns of parents/guardians in an appropriate manner.
6. Serves as liaison between the home, school and community by making home visits, and keeping irregular hours when necessary.
7. Conferences with staff, students and parents as deemed appropriate.
8. Makes child abuse/neglect referrals in conjunction with building principals.
9. Refers and coordinates community services for families. Communicates with community agencies.
10. Files reports as required by School Corporation. Writes At-Risk grant application and year-end evaluation. Keeps appropriate records.
11. Maintains confidentiality concerning information about students and their families.
12. Practices effective human relations with constituents.
13. Promotes positive self-image in students.
14. Coordinates programs regarding drug abuse prevention, personal safety, and other areas of concern.
15. Communicates closely with administrator and school nurse.
16. Assists in developing programs for parent education.

17. Must maintain a positive relationship with other staff, parents and students.
18. Prepares and presents developmental counseling units in the classrooms.
19. Adheres to rules, regulations, and procedures of the School Corporation.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (minimum) in Social Work, Psychology, Sociology, or related fields. Social work or classroom experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, parents, students, and the general public.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be capable of using good judgment in crucial situations as it effects the school, community, and the students. Must be responsible and willing to initiate action necessary to complete tasks as required.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; and smell. The employee frequently is required to stand and walk.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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.

The work environment is mainly indoors other than routine errands.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Nine months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 06-02-99