

## **Social Worker (Licensed/Degreed Technician)**

### **Job Description**

#### **Purpose Statement**

The job of Social Worker (Licensed/Degreed Technician) is done for the purpose(s) of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families and conveying information regarding school and/or district activities; supporting academic classroom standards by teaching social skills, district outcomes, bully proofing, etc.; promoting and enhancing academic and social success in elementary students; and referring families to other agencies.

This job reports to the Building Principal.

#### **Essential Functions**

- Assesses student and family needs (e.g. financial, medical, parenting, etc.) for the purpose of developing and implementing individualized plans of services to support educational objectives.
- Assists in the development of the social skills curriculum (e.g. planning of social skill issues, goals, expectations, program assessment, etc.) for the purpose of delivering a quality program to students.
- Coordinates workshops for parents and/or students (e.g. parenting skills, community resources, District programs, social skill development and lessons, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and District and supporting student's educational programs.
- Coordinates activities with a variety of outside services agencies, school sites, etc. for the purpose of providing referrals for families and/or students.
- Develops, writes, and prepares social-skill lesson plans (e.g. role-plays, games, art, music, etc.) for the purpose of incorporating a variety of written/oral assignments and activities.
- Maintains records for the purpose of documenting activities and complying with mandated requirements.
- Mediates conflicts between parents, teachers and/or students (e.g. role-plays, games, art, music, etc.) for the purpose of incorporating a variety of written/oral assignments and activities.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Provides subject and supplemental information (e.g. contracts, problem-solving worksheets, best plans, etc.) for the purpose of assisting teachers and parents in reinforcing social skills in and out of the classroom
- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing the needs of the student.
- Responds to all inquiries for the purpose of providing information on District support services and/or educational programs.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

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**KNOWLEDGE** is required to perform basic math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

**ABILITY** is required to schedule a significant number activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data and maintaining effective working relationships.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk or injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Certificates and Licenses:** Certificate as required by the Wyoming Department of Education

**Continuing Education/Training:** Required annual trainings, maintains certificates and/or licenses

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt