

SCHOOL DISTRICT OF BAYFIELD
SCHOOL SOCIAL WORKER
(POSITION DESCRIPTION)

QUALIFICATIONS:

Bachelor's Degree in counseling or related Social Science field preferred with a minimum of two years work experience. Must have demonstrated ability to work with Native American students. Must be able to communicate effectively and establish rapport with Native American students and parents. Valid driver's license, vehicle and liability insurance required.

POSITION: School Social Worker

REPORTS TO: Director of Pupil Services and Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES: Work to be performed will include but not limited to the following:

1. Advocate for student and liaison between home, school and tribe.
2. Assist students with maintaining academic proficiency.
3. Compile information on credits and develop Plan of Action for students to assist them in attaining and maintaining grade level proficiencies.
4. Assist students in the development of class schedules that will ensure satisfactory progress towards obtaining a diploma.
5. Implement and coordinate Plan of Action to assure that students attain and maintain grade level proficiencies. Plan of action may include the assistance from Johnson O'Malley (J.O.M.) Tutor, Aides, Title Programs, teachers, and other support personnel.
6. Monitor progress of students Plan of Action.
7. Counsel to reduce absenteeism.
8. Assist students who have withdrawn from school in developing educational and occupational plans and/or referral to appropriate agencies and support programs.
9. Counsel students experiencing personal problems. Counsel using one-on-one or small group interactions.

10. Monitor progress of each student weekly, quarterly, and by semester for attendance or grade progress.
11. Assist school staff and tribal education departments in identifying areas of need and helping to plan and implement changes for more successful education outcomes.
12. Make home visits and provide transportation when necessary.
13. Maintain necessary records including but not limited to absenteeism, tardiness, grades, and correspondence.
14. Inform parents and community of program, services, and purpose of School Social Worker.
15. Be knowledgeable of the legislative intent of J.O.M. Act of 1934 and amendments, Indian Education Act of 1972 and amendment P.L. 874, Impact Aid, Wisconsin Education Act 31 and School Board policies.
16. Assist designated truancy officer in the truancy process as defined by the Red Cliff Truancy Code and truancy policies of the School District of Bayfield.
17. Provide conflict resolution services on an as needed basis to students and school staff.
18. Maintain Medical Assistance billing logs and appropriate records.
19. Other duties as assigned by administration.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

Approved: June 14, 2010