

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE:
Social Worker

REQUIREMENTS:

- A. Education Level: Minimum 4-year degree in social work and South Dakota Certified Social Worker certification.
- B. Experience Desired: At least two years of work experience in a related position requiring interpersonal interaction skills, and be open to receive training as required by the position. Skills in human relations, leadership, conflict management, and the coordination of community partners for family supports and planning.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Computer proficiency in spreadsheets, databases, and word processing. Demonstrated ability to work well with others. Demonstrated organizational and task completion skills.

REPORTS TO: Building Principals

RECEIVES GUIDANCE FROM: District Superintendent, Business Manager, Building Principals

ESSENTIAL FUNCTIONS:

- A school social worker provides interventions with students and their families to assist them with a broad range of personal/social concerns that interfere with student success at school. Must have an ability to acquire a comprehensive working knowledge of school district policies, as well as local, state, and federal rules and regulations that pertain education and attendance requirements. Must be able to communicate effectively with students and their parents. Must have a valid South Dakota driver's license.

EVALUATED DUTIES:

1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills

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Eagle Butte Public School District 20-1 is an Equal Opportunity Employer

- Communication and interactive skills
 - Time management
 - Organizing physical space
 - Professionalism
 - Attendance and tardiness
3. Participate in Professional Growth Opportunities and Demonstrate Professionalism
 - Participate in ongoing professional growth
 - Participate in school/professional and/or community organizations or events
 - Complete routine assigned tasks and comply with District requirements
 - Promote the education profession
 - Communicate effectively and professionally with colleagues, parents and students
 4. Follow District and building policies and procedures
 5. Support of District goals

6. ***Maintains confidentiality at all times.***

7. Perform other duties as assigned

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:

1. Works with students, parents, and school staff members to intervene in a wide range of personal/social concerns to help students become and remain successful at school.
2. Collaborates with Department of Social Services and other community agencies to provide services for students and their families who are in need of assistance.
3. Assists students and their families to access appropriate community agencies and service providers.
4. Provides support for parents to communicate effectively with school staff members.
5. Arranges education opportunities for parents related to effective parenting, building self-esteem, discipline, anger management, conflict resolution, health, hygiene, and nutrition.
6. Intervenes in cases where excessive absence or truancy is the presenting problem.
7. Files truancy petitions when students or parents do not comply with interventions to encourage student attendance.
8. Provides staff development and consultation designed to support student success.
9. Works collaboratively with school counselors and other school social workers to meet student needs.
10. Pursues professional growth.