

**MACON COUNTY SCHOOLS**  
**SCHOOL SOCIAL SERVICE WORKER**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Bachelor's degree in Social Work from an accredited educational institution.
- (2) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child development, mental health issues and family dynamics. Skills in oral and written communication. Ability to develop and maintain effective relationships with students, teachers and families. Ability to organize and manage time. Knowledge of available services and how to access them. Ability to operate a computer and utilize software applications related to assignment. Ability to schedule time, prioritize and work efficiently. Ability to handle sensitive information with confidentiality.

**REPORTS TO:**

Director of Federal Programs

**JOB GOAL**

To reduce or eliminate problems that interfere with a student's learning by utilizing available resources.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Develop action plan when applicable.
- \* (2) Make home visits and maintain accurate written documentation of ongoing interactions.
- \* (3) Meet with community agencies and organizations to solicit resources for children and their families.
- \* (4) Serve as liaison with parents, agencies and health professionals.
- \* (5) Collaborate with parents, teachers, principals, and other school personnel regarding student needs.
- \* (6) Provide casework services and make referrals to existing community resources and provide follow-up services.
- \* (7) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (8) Follow attendance, punctuality and proper dress rules.
- \* (9) Ensure adherence to good safety standards.
- \* (10) Maintain confidentiality regarding school/workplace matters.
- \* (11) Model and maintain high ethical standards.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
- \* (13) Maintain expertise in assigned area to fulfill project goals and objectives.
- \* (14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**SCHOOL SOCIAL SERVICE WORKER (Continued)**

- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Respond to inquiries and concerns in a timely manner.
- \* (17) Serve on school/system committees as required or appropriate.
- \* (18) Exhibit interpersonal skills to work as an effective team member.
- \* (19) Demonstrate support for the school system and its goals and priorities.
- \* (20) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (21) Prepare all required reports and maintain all appropriate records.
- \* (22) Participate in cross-training activities as required.
- (23) Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the system.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities