



POSITION DESCRIPTION

JOB TITLE: School Social Work Aide Job Class: 7000, 7010, 7011, 7012		
DATE	DEPARTMENT OR SCHOOL Varies	DIVISION
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Under the supervision of a School Social Worker or Head Start leadership, engages in non-professional tasks which provide for improved home-school cooperation. Assists Social Workers in advocating for the needs of students within the school and community.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Visits the parents of children new to the assigned school or program. Responds to general questions in order to acquaint the family with the school or program and surrounding community to enable an understanding and to allow for quicker adjustments.
2. Contacts parents by personal visits or via telephone and invites them to visit the school's professional staff to become acquainted with the school or to exchange information relating to a problem, i.e. truancy, medical issues, academic, etc.
3. Contacts parents by personal visits or via telephone and asks prescribed questions in order to obtain information relative to a child's (or parent's) need for financial assistance, health services, family counseling or recreational or cultural activities.
4. Obtains information relative to a student's eligibility to participate in federal or state subsidized programs; Head Start, reduced/free lunch program. Encourages participation in such programs and assists parents with the registration process.
5. Attends meetings between parents and Social Workers and/or teachers in order to assist with the communications. As necessary, may serve as a translator/interpreter where there are language barriers.
6. Consults with School Social Worker to discuss current caseloads and other issues. Attends staff and other professional meetings and exchanges information as directed.
7. Maintains written records of all contacts made and tracks referrals made and follow-up conversations.
8. Attends in-services, conferences and workshops as required and directed.

9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Moderate supervision, operates under standard practices and refers non-routine issues to supervisor.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

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

Education Requirements (Include certificates, licenses, and/or registrations required.)

High School diploma or GED is required. College coursework in social services is desired.

Experience Requirements

Understanding of the needs of children. Previous experience working in a school environment is desired.

Knowledge, Skills, and Abilities

Effective oral and written communications skills are required. The ability to communicate with people from diverse backgrounds is necessary. Must be able to maintain composure under trying circumstances. Excellent organizational skills are required. Incumbent must be able to respond to multiple demands, shifting priorities and a constantly changing environment.

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

Typical office environment, some driving may be 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 with or without reasonable accommodation.

Generally office environment, some light lifting, bending and standing.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.