

## **Education and Training Connection Job Description**

**Job Title:** Social Worker  
**Department:** Windover High School  
**Reports To:** Principal  
**FLSA Status:** Salary/Professional  
**Classification:** Full time school year

**Summary:** Aids students with academic, vocational, behavioral, mental, emotional or physical problems by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Counsels students whose behavior, school progress, or mental or physical disability or condition indicates need for assistance.
- Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions.
- Arranges for medial, psychiatric, and other tests and examination that may disclose causes of difficulties and indicate remedial measures.
- Helps with individual class scheduling and EDP's.
- Attempts to alter attitudes and behavior of parents and teachers that cause or aggravate problems.
- Recommends change of class or school, special tutoring, or other treatment to affect remedy.
- Helps to facilitates and oversees the Michigan Merit Examination Program testing for students.
- Serves as a liaison between student, home, other schools, and community resources such as family service agencies, child guidance clinics, colleges, courts, protective services, doctors, and clergy members.
- Serves as consultant to school personnel regarding students or situations which are not referred for direct services.
- Leads group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, or chemical dependency.
- Helps to oversee Edgenuity courses

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:** 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Has an in-depth understanding of at risk students, especially those due to environmental factors.

### **Education and/or Experience:**

Masters Degree (M.A.) or equivalent, and two to four years of related experience and/or training or equivalent combination of education and experience.

### **Language Skills:**

Ability to read, analyze and interpret business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, correspondence, and procedure manuals. Ability to speak effectively before groups of managers, clients, customers or employees and general public.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability :**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills :**

To perform this job successfully, an individual should have knowledge of Microsoft office including Excel Spreadsheet software and Word, Word Processing software.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to talk or hear.

**Work Environment :** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.