



School Social Worker Job Description 2020-21

Overarching Goal: the School Social Worker at Randall is a trained professional who will assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group counseling. The school social worker will also be called upon to support and address issues related to truancy, social withdrawal, overaggressive behaviors, rebelliousness, and the effects of physical, emotional, or economic problems.

Daily responsibilities will include, but are not limited to:

- Identifying areas of concern for small groups; providing services and supports for those groups.
- Providing services for students with Guidance/Social Work identified in their IEP.
 - Establishing a consistent calendar.
 - Meeting consistently with case managers and classroom teachers.
 - Communicating with parents.
- Monitoring attendance on a daily basis.
 - Tracking daily, weekly and monthly attendance.
 - Specific tracking may be magnified during Covid 19 programming.
 - Assist with Covid 19 Liaison/parent contacts and communication.
- Responding as needed to crisis/emergency situations.
 - De-escalating students at times.
 - Communicating with parents.
 - Contacting and facilitating with outside agencies as needed (CPS, TLPD, PSG, etc.)
 - Maintaining accurate documentation.
- Communicating with families in regards to attendance, mental health, social emotional concerns, etc.
 - Email.
 - Phone calls.
 - Home visits.
- Recess/Lunch/Arrival/Dismissal duties as assigned by administration.
- Attend team meetings as needed to discuss/address individual student concerns.

The School Social Worker will support and participate in the following groups/teams/committees/programs:

- Student Services Team
 - Monthly Meetings/Goal Setting as a Team

- **Other team members include AP, School Psychologist and Counselor**
- **Weekly Individual Meetings with AP/Individual Goals**
- **PBIS**
 - **4K-5 Marble Incentive Program**
 - **6-8 Incentive Program**
 - **Behavior Matrix Implementation**
 - **Positive Postcards**
- **Attendance Committee (Other team members include: counselor, nurse, attendance secretary, AP)**
 - **Attend meetings**
 - **Make parent contacts as assigned and needed**
 - **Meet with students as needed**

The School Social Worker will continue to adjust and modify their role to best support the needs of Randall students.