

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

School Social Worker

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To help students, parents, families and school personnel to resolve personal, emotional and social problems which interfere in the student's adjustment to school and their capacity to benefit fully from the educational experience, and to provide case management to the BOCES' center based programs.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Shall possess the necessary license required by the Colorado Department of Education or be endorsed in the appropriate areas accepted by the Colorado Department of Education in lieu of such license.
2. MSW degree required.
3. Must have knowledge of assessment and treatment issues; Familiar with community agencies and resources.
4. Participate in all professional growth opportunities offered by the BOCES.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Counsel with parents for improved home conditions in regard to schoolwork, behavior and attendance; Serve as a liaison between home and school for improved communication; Assist in monitoring of center based programs.
2. Act as an advocate for the family with appropriate social service agencies and the school; Network with community agencies to assist students and families.
3. Provide direct services to students within the school setting.
4. Participate with members of the staffing team to determine appropriate placement of students and serve as a resource for school staff members in the development of programs designed to meet individual student needs.
5. Maintain all required records, forms and files required by the school, district, outside agencies and/or BOCES.
6. Serve as a resource to member districts in Child Abuse Referrals and represent the BOCES on County Child Abuse Team(s).
7. Conduct assessments of students with disabilities using adaptive behavior profiles and social history inventories.

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

- 8. Participate in all staff development activities offered through the BOCES/districts.
- 9. Provide required documentation for Medicaid reimbursement in a timely manner.

IV. EVALUATION PROCEDURES:

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VI. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date