



JOB DESCRIPTION

POSITION TITLE: School Social Worker/Attendance Clerk	
REPORTS TO: Principals	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 200 Days (less furloughs)
JOB GOAL: Assumes the responsibility of finding effective ways to prevent and resolve personal, emotional and social problems that significantly interfere with students' adjustment to school and their capacity to acquire the fullest benefits of the education offered them. Ensures that students are following required attendance protocol to include appropriate consequences for non-compliance.	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher in Social Work
2. Certification/Licensing: Georgia Certification in School Social Work as is required by Georgia Professional Standards Commission
3. Proficiency Skills: Written and oral communication skills, administrative, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Collects data and prepares reports associated with the position as required by local, state and federal agencies.
3. Participates in activities that promote a cooperative relationship with agencies, personnel and programs outside of the educational system.
4. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
5. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.
6. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
7. Performs casework service as appropriate for individual students and their parents/guardians who are referred by the student's school in order to correct personal, emotional or social maladjustment, which interfere with a student's academic progress.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Maintains accurate and appropriate student attendance records in a timely manner.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Collects and disseminates to students and their parents any information concerning student attendance requirements and consequences.
14. Makes appropriate referrals and serves as liaison to ensure cooperative working relationships with other student personnel specialists and with agencies in the community as needed.

15. Processes all correspondence and maintains all documentation required by federal, state and local laws regarding student truancy.
16. Performs home visits for the purpose of conferring with parents and gathering helpful information on a student's home environment as appropriate.
17. Consults and collaborates, when necessary, with administrators, guidance counselors, teachers, school nurses or outside agencies in gathering and giving information on a case, and in establishing and planning of respective roles in the modification of the student's problematic behavior.
18. Refers students and families to, and serves as a liaison with, such outside agencies as the Department of Family and Children Services, Juvenile Court, and the like as appropriate.
19. Monitors compliance with policies and laws concerning area of responsibility.
20. Keeps abreast of and informs the supervisor of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.
21. Maintains sufficient documentation of casework for use by school staff members or outside agencies when appropriate.
22. Maintains a pattern of prompt and regular attendance.
23. Follows chain of command.
24. Performs all other duties as assigned.

Board Approved: June 2, 2015

School Social Worker/Attendance Clerk