



## East Lyme Public Schools Position Description

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Position Title: Social Worker  
Department: Student Services  
Reports To: Director of Student Services and Building Principal  
Prepared By: Kimberly Davis, Director of Student Services      Date: July 23, 2019  
Approved By: Jeffrey Newton, Superintendent      Date: , 2019

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### **SUMMARY:**

The Social Worker will be a link between our schools and the community in providing services to students, families and school personnel to promote and support students' academic and social success

### **Qualifications**

- Valid 071 Connecticut Certification Required.
- Master's Degree in Social Work (MSW) from an accredited graduate school of Social Work.
- State Board of Health Social Work license

### **Responsibilities**

#### **Services to Students**

- Provides social work services and/or counseling to individuals or groups of students
- Participate in all appropriate PPT and 504 meetings to assist in the development of plans.
- Participate in modifying school conditions which are obstacles to students' successful educational experiences for both regular and special education students.
- Provide consultation services to all school staff to develop a better understanding of students' social and emotional needs
- Assist with conflict resolution and anger management
- Provide programming that assists students to understand and accept themselves and others

#### **Services to Families**

- Help strengthen family relationships when family problems interfere with students' educational functioning.
- Promote the development of positive home-school relationships.
- Assist families in recognizing the need for, and the use of; community resources especially mental health and social services.

#### **Service to Schools**

- Through effective working relationships with administrators and staff, assists in the development of programs and/or services which support student's success in the school environment.
- Serve as a liaison with community agencies.
- Provide on-site consultation to students, families, and staff regarding mental health issues.
- Functions as mental health consultant on Crisis Intervention Teams, Multi-Tier System of Support Teams, and Student Study Teams.
- Assists with implementation of behavior plans
- Maintain up to date Medicaid logs
- Participate in professional development.

- Other Duties as assigned by Director of Student Services

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully an individual must be able to perform each essential duty. 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.

**EDUCATION and/or EXPERIENCE:**

Master's Degree and Connecticut State Department of Education Certification 071

**LANGUAGE SKILLS:**

Ability to read and interpret professional journals, technical manuals, professional reports, and state/federal guidelines. Ability to write reports, business correspondence, and measurable goals and objectives. Ability to effectively present information and respond to questions from parents and school district staff members.

**MATHEMATICAL SKILLS:**

Ability to analyze statistical information. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to be self-reflective.

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to create a positive working environment. Ability to speak clearly and concisely in written or oral communication. Ability to operate photocopying, fax machines and computers. Ability to assume responsibility for supervising students, understand and carry out oral and written instructions.

**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 will be able to access all areas of the building. Specific vision abilities required by this job include close and far vision. Further, the employee will be able to hear conversation in a quiet and/or noisy setting and be able to discriminate sounds.

**WORK ENVIRONMENT:**

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

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.