



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Social Worker  
FLSA Status: Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: Teacher Salary Schedule  
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform comprehensive school social work services as the school-home-community liaison to support student achievement and personal development.

### Essential Functions of this Job

The Social Worker provides casework management, consultation and counseling services to improve student outcomes. Participates in a problem solving team to develop, implement, monitor and evaluate interventions for students experiencing problems with non-attendance, behavior, human relationships, developmental adjustments, and learning. Collects information from parents/families and collaborates with school staff in assessing students' educational needs. Collaborates with families and community agencies to access services for financial, medical, social and mental health needs. Provides individual and group counseling to students and parents. Consults with teachers and other school personnel regarding students and makes referrals as appropriate.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of the principles and practices of social work: developmental, physical, social/emotional needs and abilities of students, and cultural diversity. Is familiar with community resources and how to access them. Utilizes best practices of social work as defined by National Association of Social Workers and the School Social Work Association of America. Complies with legal and ethical standards of the National Association of Social Workers. Demonstrates effective oral and written communication skills.

Position Title: Social Worker

Demonstrates effective working relationships with others; proficient in current technology and software skills; provides leadership and professional learning. Attends to detail; completes tasks in a timely manner; organizes and sets priorities; works independently. Exercises good judgment and maintains appropriate confidentiality. Develops and implements evidence informed programs and engages in program evaluation activities. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's Degree in Social Work is required. A Master's Degree in Social Work is preferred. Applicants must be certified or be eligible for certification as a School Social Worker by the Florida Department of Education.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work task priorities, setting goals, and meeting deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal contacts and external contact with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds. Requires travel to schools, worksites and students' homes within the district.

Local Code: 0611  
EEO5: 40  
Approval Date: 1993-06-22  
Date Last Revised: 2012-08-01

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*