



Kalamazoo Regional Educational Service Agency Job Description

Job Title: School Social Worker
Reports To: Special Education Program Administrator/Director
FLSA Status: Exempt
Prepared By: Special Education
Approved By: Human Resources – TZ
Prepared Date: 04/2014
Last Revised Date: 06/2017

Summary: Provides services to students with behavioral, mental, emotional or physical problems.

Essential Duties and Responsibilities:

- Completes intakes, social histories and other required written reports and evaluation for PET, Early On, SEI and/or other special education students
- Writes IFSPs for birth to 3-year-old children (Early On Program)
- Schedules and attends IEP meetings
- Conducts home visits for evaluations and consultations with parents
- Counsels students whose behavior, school progress, cognitive or physical impairments or conditions indicate need for assistance
- Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions
- Arranges for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures
- Attempts to alter attitudes and behavior of parents and teachers that cause or aggravate problems.
- Recommends change of class or school, special tutoring, or other treatment to effect remedy
- Serves as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts, protective services, and doctors
- Serves as consultant to school personnel regarding students or situations who are not referred for direct service
- Leads group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, or chemical dependency
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master of Social Work Degree (MSW)

Certificates, License, Registration:

If applicable

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports and correspondence

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.