

FAIRFIELD PUBLIC SCHOOLS  
Fairfield, Connecticut

- I. JOB TITLE: School Social Worker
- II. CERTIFICATION/QUALIFICATIONS: Certified or eligible for Connecticut certification as a School Social Worker.
- III. WORK YEAR: 10 months
- IV. REPORTS TO: Building Administrator/Designee and Director of Pupil and Special Education Services Pupil Services
- V. JOB GOALS:
  - A. To assist students in making the most effective use of the educational process and environment through systematic social work services to parents, students and the school community.
  - B. To provide social work service based on an understanding of human behavior, expertise in inter-personal relationships and a good foundation of systems theory, family dynamics, community resource networks and home-school-community linkages.
  - C. To provide a continuity of relationship and service to parents as their children advance through the grades from one school to another.
  - D. To establish and maintain professional relationships with all members of the educational community, family community and representatives of community agencies and private practitioners in order to provide effective liaison in the interest of students.
  - E. To offer social work consultation and collaboration with all school personnel as needed.
- VI. MAJOR RESPONSIBILITIES:
  - A. Counsels parents, students and families on long and short term bases.
  - B. Utilizes crises intervention skills to activate any and all re-sources within the school and community to deal with critical situations.
  - C. Consults with staff, community agencies and other professional personnel in private practice.
  - D. Serves as the school resource for specialized educational placement of students in programs outside the school system.
  - E. Provide and coordinates special services for students referred to the Central Planning and Placement Team.
  - F. Maintain contact with school and parents during the course of any outside placement.
  - G. Serves on the Central Planning and Placement Team and building teams as requested.
- VII. Miscellaneous
  - A. Leads parent discussion groups.
  - B. Participates in in-service training programs.
  - C. Serves as school representative to outside agencies such as Juvenile Court and the Child Guidance Clinic.

- D. Is involved in discharge planning institutions and agencies in preparation for student returning to school.
- E. Acts as advisor to agencies, school and community regarding residential placement.
- F. Visits private and public facilities where Fairfield children may be placed.
- G. Acts as a source of information of the social work profession to interested students.
- H. Assists other agency professionals in use of community resource in the interest of students.
- I. Maintains contact with students temporarily not attending school upon appropriate referral.
- J. Consults with tutors assigned to students for medical or emotional reasons.
- K. Coordinates home contact with Visiting Nurses' Service.
- L. Organizes and expedites summer planning for students in need of special programs.
- M. Represents social work discipline at "inter" and "intra" school committees.
- N. Participates in research, in-service and professional growth activities.
- O. Searches for opportunities to act as a resource person to individuals and groups in the community as a speaker, group leader and panelist. As a part of the activity, an emphasis is placed on developing positive public relations for the school system and the program in particular.