

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – SPECIAL EDUCATION SOCIAL WORKER**

Job Title	Special Education Social Worker
Supervisor	Building Principal
Qualifications:	Masters of Social Work (M.S.W), LICSW preferred. Obtain and maintain NHDOE certification and licensure as a New Hampshire Social Worker.
Purpose	To help students and their families resolve the identified personal, emotional and social problems that interfere with a student's adjustments to school and their capacity to enjoy the fullest benefit in the education offered. The social worker will collaborate with the school and family to address social determinants of health that may present as barriers.
Performance Responsibilities	<ul style="list-style-type: none"> <li>• Perform casework service with individual students with Individualized Education Programs (IEPs) and Section 504 Plans, as appropriate, to address personal, social or emotional factors that impact educational and social progress.</li> <li>• Maintain documentation related to service provisions of students, progress monitoring, and participation in IEP/504 team meetings.</li> <li>• Provide education, coaching, support and resources to parents to increase parental understanding of the needs that are impacting educational engagement, as well as to increase parental engagement in the educational process.</li> <li>• Conduct home visits for the school administration for students with disabilities identified as having attendance problems;</li> <li>• Consult and collaborate with other school personnel in gathering and providing information about a student receiving social work services to create a plan on how identified needs will be addressed.</li> <li>• Supervises referrals of students to, and serves as a liaison with WrapAround agencies</li> <li>• Coordinate and provide follow-up for students referred to DCYS under the guidelines for reporting child abuse and neglect.</li> <li>• Make home visits for the purpose of gathering helpful information on the students background and/or engaging families to participate fully in the process of addressing barriers relating to academic success.</li> <li>• Serve as liaison between home and school when considerable follow up is necessary, as in welfare cases, children in foster care, and students with identified disadvantages.</li> <li>• Act as homeless liaison for assigned schools working in concert with the district liaison to ensure equal access to education for students experiencing homelessness.</li> <li>• Assist students directly toward adjustment to school</li> <li>• Maintain sufficient records of students on caseload for use by school staff members and outside agencies when appropriate.</li> <li>• Provide support to students in Sanborn's behavior and cognitive programs for students with disabilities and serve as a member of those school program's PLCs.</li> <li>• Other duties as assigned by the building level Principal and/or Director of Student Services</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by the Building Principal in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

*The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.*