Sparta Area School District

Article 231 - Specifications for School Social Worker

The School Social Worker shall be employed under the auspices of a legal contract approved by the Board of Education. As a member of the Sparta Education Association, their compensation shall be granted as approved in the negotiated agreement.

The School Social Worker shall be responsible for coordinating, identifying, planning, development, and implementation of support services designed to help assigned building grade students. Many students experience barriers to learning that make it difficult for them to be successful in schools. The School Social worker will focus on the need of these students and their families to make the best use of available opportunities and community resources and to fully develop each student’s individual potential.

Social Workers are responsible for the good order and discipline of their students. It is the duty of all Social Workers to aid, assist and cooperate with their principals and with teaching staff in maintaining order and discipline throughout their buildings; and to that end, they are subject to the call and direction of their principals at all times.

The School Social Worker is under the direct supervision of the building principal to which he/she is assigned.

Through School Social Work support services, the district will provide:

1. Assessment and screening in the areas of depression, suicide, abuse and neglect, and alcohol and other drug abuse.

2. Provide individual and small group counseling, educational support groups for issues such as anger management, AODA, social skills, divorce, and relationship building.

3. Assess needs of individual students, families, as well as the school community at large and coordinate the necessary school and community resources to address the needs established.

4. Consult with school personnel, parents, community resource staff in order to meet the identified needs of the student/students/family.

5. Act as a link between school, parents and community agencies to develop cooperative working relationships, to interpret needs and programs, and to provide for additional resources and services (e.g., health services, childcare, family crisis intervention, domestic abuse, housing, financial and legal assistance).

Specific functions and duties of the School Social Worker include:

1. Identification of children/families with specific needs.
2. Develop and maintain confidential family folders that document needs and services. Maintain log of services provided.

3. Collaborate regularly with school staff to develop a plan to help student/family be successful and monitor student progress.

4. Provide support, listen to, and advocate for students and families by assisting them in working through school policies and school and community related meetings.

5. Provide parent education in the area of child development (e.g., social, emotional and academic) and how to work with the schools to help reach the educational potential of their child.

6. Promote parental responsibility for regular school attendance.

7. Provide crisis intervention services and be a member of the District Crisis Intervention Team.

8. Promote parental involvement in the school.

9. Keep abreast of current community resources and determine how these resources may be beneficial to the student, family, and the family’s involvement in the academic process.

10. Understand, and practice in accordance with, federal, state, and local laws, statutes, and/or policies that relate to students and families; such as child protection, child abuse, special education, attendance, education rights and privacy.

11. Seek continued professional development through a variety of means, such as, attending conferences and remaining abreast of current research and literature.

12. The School Social Worker shall dress professionally for their assigned duties.

13. The School Social Worker shall familiarize themselves with the guidelines and expectations outlined in their staff handbook(s).

14. The School Social Worker shall contact their principal prior to 6:00 A.M. on any day in which they are unable to perform their services.

15. In case of illness or injury of any pupil, the School Social Worker will make a reasonable attempt to contact or to have some other responsible person contact the parents or guardian of the pupil promptly, and shall see that arrangements are made for giving required medical care to the pupil. A report of the illness or injury shall be made to the principal on the same day as the occurrence.

16. Serve on curriculum committees as may be assigned by their supervisor, help develop curriculum in their area of teaching and methodology, and carry out curriculum work cooperatively with their colleagues in the building and district.

17. Carry out other duties as assigned by their supervisors.
Legal Reference: Wisconsin Statute 118.21 Teacher Contracts

Cross Reference: Policy Series 340 – Certified Employees

Approved: September 26, 2006

Revised August 22, 2017