



PALOMINAS SCHOOL DISTRICT #49

Position Description



JOB TITLE: Counselor/Social worker (CSW)
DEPARTMENT: Exceptional Student Services
REPORTS TO: Director of Exceptional Student Services and Site Principal
FLSA STATUS: Exempt
SUPERVISORY DUTIES:
APPROVED ON: 3/12/2019

SUMMARY: The CSW provides assistance to the students, faculty, and staff in meeting the students educational, emotional and social needs. The emphasis is proactive in nature to reduce the need for Crisis Counseling.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides instruction in preventative mental health activities (e.g., self-esteem, problem solving, decision making, anti-bullying strategies).
- Provides counseling for students on an individual or group bases to remediate behavioral, academic, and personal student concerns.
- Consults with administrators, teachers, parents, children and others in the school and community to develop a better understanding of the purpose of counseling and the concept of individual differences in students.
- Maintains and keeps current all required records and documents pertaining to students referred and permission for counseling, as well as protecting their confidentiality.
- Provides in-service training for staff as needed.
- Reports cases of suspected child abuse/neglect.
- Develops a weekly schedule and log of current activities.
- Facilitates special interest programs as needed, i.e., parenting groups, support groups, etc.
- Provides input to Individualized Education Plans (IEP).
- Responsible for the management of records according to the Arizona State Library, Archives and Public Records retention schedules. Duties include purging and destroying outdated records as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Knowledge of applicable federal and state regulations.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to establish priority ordering of tasks necessary to complete tasks and convey these understandings and priorities to others.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Ability to cope with job stress while exhibiting patience and tact when dealing with others.
- Perform all duties in accordance with Federal and State laws, district procedures and Board policies.
- Produce accurate work and complete assignments with minimal supervision.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Master's degree in education, counseling, or social work.
- Must possess a counseling/social work endorsement/or certificate.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

WORK ENVIRONMENT:

School and office environment. This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with students, employees and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.