

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, WV 26537
NOTICE OF VACANCY
2011-2012 SCHOOL TERM

Posting Date:	July 6, 2011	Closing Date:	July 19, 2011
Title:	Social Worker/School Social Services	Location:	Central Office Itinerant
Salary:	Based upon degree level and experience	Budget Source:	Title I funds
Supervisor:	Superintendent/Assistant Superintendent	Employment Term:	220 days

Certification: School Social Services PK-AD/Social Worker PK-AD/ or Attendance PK-AD

Application process: Submit a bid sheet, letter of interest and resume' to the Personnel Office either by mail, fax or drop off by 4:00 pm on the closing date.

Position goals: To provide effective leadership direction, supervision and administration to serve adolescent students and their families for the Attendance/Social Services program.

Minimum Qualifications:

1. Have or be eligible for appropriate certification for the position subjects(s) and grade level(s) as required in West Virginia Policy 5202.
2. Certification requirements School Social Services PK-AD/Social Worker PK-AD/Attendance PK-AD.
3. Master's degree.
4. Experience in Social Services/School Social Worker.
5. Clearance of any criminal convictions as listed in House Bill 146.
6. Successfully carry out the responsibilities for the position.
7. Successful interview.
8. Exemplary written and oral communication skills.

Duties and Responsibilities:

1. Assist Principals and Assistant Principals with follow-up on students absent for illegal or unknown reasons by making home and/or telephone contact(s) with parents regarding their absent child(ren).
2. Incorporate social work duties while performing attendance responsibilities, such as referrals for the clothing room, shoe fund, special education testing, child abuse or neglect, medical and/or dental assistance, and individual or family counseling.
3. Serve as liaison from school to home and home to school.
4. Endeavor actively to have all children ages six to sixteen in Preston County enrolled in school and attending on a regular basis.
5. Work with schools in identification of homeless youth.
6. Make referrals when need arises to the school's Student Assistance Team for assessment regarding particular student who are not responding to alternatives explored by an attendance worker.
7. Investigates cases requesting legal exemption from school.
8. Attend and participate in parent-teacher conferences.
9. Serve on school's Student Assistant Team, upon request.
10. Assist schools in implementation of the Preston County Schools Attendance Policy.
11. Assist schools and make recommendations to lower dropout rates, raise attendance rates and raise graduation rates.
12. Work with child(ren)'s assigned school to assist with organized referral procedures, school attendance procedure, and parent notification procedures.
13. Assist with various reward programs.

14. Provide social skills training to students who are on in school suspension for disruptive behavior.
15. Provide social casework services to students with attendance issues or on in school suspension who need referrals or coordinated services with other agencies.
16. Provide in service training and consultation services to teachers and administrators on the referred students.
17. Provide small group and/or individual social skills training and affective curriculum to students who are at risk for attendance or behavior and Alternative School students who are on long term suspensions for disruptive behavior.
18. Provide social casework services to students placed at the alternative school for long-term suspensions for disruptive behavior or violations of the safe school policy.
19. Conduct home visits on referred students who have academic issues or on in school or long term suspensions to provide social casework functions and parent consultation.

Additional Performance Responsibilities:

1. Provide purpose and direction for the programs.
2. Provide positive leadership for educational community.
3. Organize and delegate authority to accomplish program goals.
4. Enhance quality of programs.
5. Establish and maintain effective communications with educational community.
6. Gather, analyze, and synthesize information to determine if program goals are being met.
7. Perform administrative functions and duties.
8. Provide reports as requested.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.