

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/86 Effective Date	<u>STUDENT RESOURCE SPECIALIST</u> Job Title	1.7.3A Index
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1. Primary Function: Performs professional social casework of a difficult and complex nature; develops and implements child and family services programs; conducts home investigations and provides counseling, adjustment rehabilitation, and guidance for students and/or families. Conducts individual and group tutoring for students with special needs.

2. Responsible to: Coordinator, Chapter I, Special Projects.

3. Assigned Responsibilities:
 - 3.01 Using social casework research methods, determines students' social and self-concept needs and provides appropriate assistance.
 - 3.02 Participates with staff, parents, and other agencies regarding a student's needs and cooperatively develops and implements approaches that will fulfill those needs.
 - 3.03 Conducts interviews and holds conferences with students, families, and other resources individually or in groups.
 - 3.04 Provides individual or small group tutoring in subjects in which students are experiencing difficulty.
 - 3.05 Analyzes and assists individuals in planning to resolve social problems affecting response to or connected with treatment.
 - 3.06 Coordinates an interagency treatment program when school initiated.
 - 3.07 Participates in case follow-up and reorientation of student to the school setting.
 - 3.08 Facilitates effective communication and a cooperative relationship between parents, the school, and/or other agencies.
 - 3.09 Performs related duties as required.

4. Minimum Qualifications:
 - 4.01 Valid Oregon Teaching Certificate.
 - 4.02 Knowledge of:
 - 4.02.01 Behavior and adjustment problems in juveniles and methods of treating them.
 - 4.02.02 Effective group and individual counseling techniques and theories.
 - 4.02.03 Child welfare laws of Oregon, community resource agencies, and District policies and procedures related to student welfare.
 - 4.02.04 Principles of social work as they relate to student welfare, and skill in individual work with families and children.
 - 4.03 Ability to:
 - 4.03.01 Gain the confidence of and work effectively with students, parents, and other agencies.
 - 4.03.02 Interpret and/or explain the functions, policies, and procedures of the District and other agencies.

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4.03.03 Effectively conduct individual and group counseling and interview sessions.

4.03.04 Coordinate a treatment program between the school, parents, and other agencies.

4.03.05 Prepare reports and communicate interpretation as required.

4.04 Experience:

Two years of experience in social work dealing with children and adolescents.

4.05 Education:

Graduation from a college or university with major coursework in social casework, sociology, psychology, or education.

5. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____