

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

0404

2. Reason for Submission

Redescription  
 Reestablishment  
 New  
 Other  
 Explanation (Show any positions replaced)

3. Service

Hdqtrs.  
 Field

4. Employing Office Location

Arlington, VA

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

Exempt  
 Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure  
 Employment and Financial Interests

9. Subject to IA Action

Yes  
 No

10. Position Status

Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  
 SES (CR)

11. Position is:

Supervisory  
 Managerial  
 Neither

12. Sensitivity

1-Non-Sensitive  
 2-Noncritical Sensitive  
 3-Critical Sensitive  
 4-Special Sensitive

13. Competitive Level Code

0404

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	0404 School Social Worker	TP	1701	D0		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of Defense Education Activity

c. Third Subdivision

District

a. First Subdivision

Department of Defense Dependents Schools

d. Fourth Subdivision

School

b. Second Subdivision

Area

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Laura Perkins

Chief, Classification and Compensation

US OPM Position Classification Flysheet for Education and Training Series, GS-1701, TS-109, October 1991.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

*Laura Perkins* DEC 5 2006

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Standardized position description for use in any DoDDS school.

25. Description of Major Duties and Responsibilities (See Attached)

**0404 School Social Worker**  
**TP-1701-D\_**

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for School Social Worker is appropriate for use in any DoDEA school. The purpose of this position is to provide a professional social worker to work with school officials, teachers, students, and parents to resolve problems of individuals and groups of students of a social nature that impact upon the learning process.

**SUPERVISORY CONTROLS**

Works under the general supervision of the School Principal. Technical guidance is provided by the District Superintendent or their delegated representative. Incumbent usually works as a member of a coordinated team of specialists, such as counselors and teachers, bringing to the educational process an understanding of the psycho-social development of children and the influences of family, community, and cultural differences as they interact in the educational setting. Work is reviewed in terms of effectiveness of recommendations and the degree to which the objectives of the work assignment are achieved.

**MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is responsible for working with school officials, teachers, students, and parents assisting them in understanding how to access available opportunities and resources to fully develop each students' individual potential. The School Social Worker works to resolve problems of a social nature that impact upon the learning process of students. Working independently or as a member of a coordinated team, performs the following services:

**Case Studies:** Develops case histories of students being considered at risk and may be in need of interventions. Secures and organizes information from school, family, and others having firsthand knowledge to lay the groundwork for individualized study of the student and his/her environment. Utilizes skill and knowledge in interviewing and interpreting human behavior, and provides school officials and referral staff (such as professional medical, psychological, and psychiatric personnel) with comprehensive and significant data.

**Home Visits:** Pursues a program of home visits to evaluate and/or follow up diagnoses, recommendations, and referrals. Serves as a liaison between the home and the school; interprets each to the other and attempts to change conditions which contribute to academic or behavioral problems in students. Explains school and referral services to the family and periodically evaluates progress made by the student and family after referral.

**Community Resource Liaison:** Works within the local community to identify, coordinate, and strengthen contributing programs whose purpose is to assist families in need of special services (such as the Red Cross, Service Clubs, Community Council, Child Advocacy Board, and other community/medical resources). Explains services of community agencies to school and medical staffs to assist in formulating recommendations concerning students and families.

**Collaboration/Consultation:** Works with principals, teachers, and other staff members in gathering and sharing information about students which will aid in modifying or resolving student and family adjustment problems.

**Case Work Services:** Performs individual or group social work services with the family and/or student in an effort to improve the student's ability to function successfully in school.

Adheres to and, when applicable, implements safety and security procedures; contributes to creating a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities, as appropriate; participates in committee activities, as required to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs, as required; informs school administration of education deficiencies, critical issues, and emergencies; may be required to supervise students in such venues as outside activities, lunchroom, and bus arrivals and departures, and may be assigned to serve as a sponsor, coach, or consultant of an extracurricular activity.

Performs other related duties as assigned.

### **OTHER SIGNIFICANT FACTS**

The incumbent will be required to respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a "need to know."

The incumbent may be required to travel by military and/or commercial aircraft, land, or sea transportation to a variety of stateside and/or overseas locations for meetings and conferences and may be subject to a variety of environmental conditions to include the potential for exposure to acts of terrorism.