

# *White Pine County School District*

1135 Avenue C Ely, Nevada 89301 (775) 289-4851 FAX (775) 289-3999

## **Purpose Statement**

The Social Worker II Program Administrator follows the Mission Statement and Theory of Action as established by the NV Department of Education's Office for a Safe and Respectful Learning Environment (OSRLE). This professional is embedded within the schools to transform the school climate and culture to reflect the mission statement of DEN. This will be accomplished by providing such services as bully prevention programs, social and emotional learning instruction, school-wide positive behavior interventions and supports, and individual coaching, etc.

## **Essential Functions**

- Assists administration by providing support services in the office for students in crisis to learn socially acceptable behaviors.
- Provides training on proper methods of handling inappropriate behaviors for staff and parents.
- Administers student training on types of conflict resolution, appropriate social behaviors, and preventive measures in decision making to change inappropriate behaviors.
- Refers as needed to mental health services.
- Coordinates weekend food packs provided by CACH.
- Coordinates Christmas gifts and/or other supplies as needed by students in need.
- Makes home visits.
- Attends staff meetings and PDs.
- Coordinates with community services.
- Creates a strong partnership between school and home for students in need.
- Works to increase improved student attendance.
- Participates in Attendance Review Committee.
- Participates at IEP meetings as assigned.
- Other duties as assigned.
- Promotes, protects, and defends the WPCSD mission, vision, and values through words and actions.
- Serves as an ambassador to families and community representing district initiatives.

## **Requirements**

- Bachelor's degree from a regionally accredited college or university.
- Endorsement as a contract social worker or licensed mental health worker as defined by NVDOE with appropriate licences and/or credentials. This may include:
  - Licensed Clinical Social Worker.
  - Social Worker.
  - Social Worker Intern with Supervision.
  - Clinical Psychologist.
  - Psychologist Intern with Supervision.
  - Marriage and Family Therapist.
  - Mental Health Counselor.
  - Community Health Worker.
  - School-Based Health Centers.
  - Licensed Nurse.

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