Job Description: Home and School Visitor/Social Worker

Grade range: K-12

Degree Required: BSW or MSW, and a Home and School Visitor Certificate

Works in: All buildings

Member of: Carlynton Federation of Teachers

Reports to: Pupil Personnel Director and Building Principals

Salary: Salary step determined by level of degree held by candidate and experience, as per CFT CBA

Duties:

- Serve as attendance officer for district
- Investigate reasons of student absence and enforce compulsory attendance provisions by PDE and District
- Issue citations for students with illegal absences and attend attendance hearings at local magistrate
- Meet weekly with District Homeless Liaison and complete bimonthly report to submit to building principals and building SAP teams regarding current status of attendance for at-risk students
  - Monitor student attendance, noting when students are in danger of not receiving academic credit due to excessive absences, issuing student letters to that effect, and notifying building principals of students in jeopardy of being retained or not graduating due to accumulating unexcused or illegal absences
- District Liaison to Allegheny County’s Youth Advocate Program as relates to truancy
- Implement district attendance interventions as defined by PA law and school code
- Follow up returned non-response attendance violation letters with home visits
- Serve as attendance liaison with Carlynton School District and students attending off site alternative schools and Parkway CTC
  - Weekly contact to review student attendance. Gather data to include in bimonthly report to building principals and SAP teams
- Meet with students and parents/guardians to discuss attendance issues, refer students to school counselors as need arises
- Work with local law enforcement and county social agencies
- Develop positive interpersonal relationships between members of the pupil personnel services team, external local and county social agencies, community and neighborhood organizations, and individuals involved with the student’s home life
- Perform duty if needed by building administrator