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Checklist

Tasks/Next Steps for School Social Workers

A well-organized approach is key to thriving as a school social worker. Use this checklist to ensure you're prepared to make a meaningful impact in your school community.

For New School Social Workers

- Familiarize yourself with school policies and procedures.
- Build relationships with teachers, administrators, and counselors.
- Set up your case management system, such as [SWP Case Management Software](#).
- Review existing student cases and identify immediate priorities.
- Attend orientation sessions or professional development workshops.

For Experienced School Social Workers

- Review and update intervention plans for ongoing cases.
- Introduce new evidence-based school social work interventions to enhance student outcomes.
- Expand partnerships with community organizations for additional resources.
- Advocate for program improvements using data from your interventions.
- Mentor new school social workers or interns to support their development.

General Next Steps

- Stay up-to-date with certifications and training requirements.
- Actively participate in professional organizations like the [School Social Work Association of America](#).
- Regularly assess the impact of your interventions and adjust strategies as needed.
- Create a resource hub for templates, tools, and community contacts.
- Prioritize self-care to maintain your own mental health and effectiveness.

This actionable checklist will help you stay organized, meet professional expectations, and continue making a difference in students' lives.

View our website for more helpful guides:

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