



**The Northeastern Local School District**

*Preparing students for their NExt success!*

Superintendent	Mr. Jack Fisher
Treasurer	Mr. Dale Miller
Assistant Superintendent	Mr. Shawn Blazer
Director of Pupil Services	Mr. Steve Linson

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**School Social Worker**

**(Elementary)**

**Job Description**

**Classification:** Certified

**Salary Schedule:** District Pay Scale

**Reports to:** School Principal

**Job Summary:** The Social Worker role is to serve as a resource providing intervening services to strengthen the home/school/community partnership and address barriers to student learning within a full range of comprehensive support.

**Job Qualifications:**

1. Bachelor's degree or higher in social work.
2. Social Worker License or School Social Work License required.
3. Minimum three years experience in a school setting preferred.
4. Technology skills - These skills include basic computer skills and the ability to work with Google Docs, Microsoft etc.
5. Communication and problem solving skills as it relates to working with students, staff and parents.
6. Organizational skills.
7. Ability to maintain a level of confidentiality regarding student information and records.

**Essential Duties:**

1. Demonstrate knowledge of childhood mental health, child mental health community resources, working with families in poverty, and the impacts of early childhood trauma.
2. Assist educational staff in implementing or modifying instructional strategies, classroom management procedures, intervention strategies and follow-up activities.



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3. Participate as a member of the intervention assistance team and contribute to the written report and progress monitoring of that team regarding student's individual progress.
  4. Experience with creating, formulating and implementing support plans for children and their families.
  6. Facilitate knowledge and understanding of the relationship between child development, social-emotional development and mental health.
  7. Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support children.
  8. Assist and support the implementation of the Positive Behavior Support model.
  10. Provide guidance and model developmentally appropriate activities for children and effective ways to work with and support children.
  11. Support, coordinate and provide staff training related to social-emotional and mental health issues through formal training, team meetings, written communications and ad hoc conversations.
  14. Adhere to ethical and professional standards and guidelines as defined by professional organizations such as the National Association of Social Workers and other credible organizations in the field.
  15. Ability to stay current with current practice and standards within the field of Social Work.

### **Other Duties and Responsibilities**

1. **Problem Solving** - Identifies and resolves problems in a timely manner;

Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under



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4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
  5. **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
  6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
  7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
  8. **Judgment** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
  9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
  10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
  11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
  12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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**Physical Requirements:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 183 Days plus additional days

This job description in no manner states or implies that these are the only suits and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

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(Local Superintendent or designee)

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(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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(Signature)

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(Date)