



## **SOCIAL WORKER**

### **QUALIFICATIONS:**

- Professional Educator License from Illinois State Board of Education with a School Service Personnel endorsement
- Minimum of a Master's Degree from an accredited college or university
- One or more years of experience as a school social worker, except in the case of a new college graduate
- Other qualifications that are deemed important by the Board of Education

### **REPORTS TO:**

- Building principal or other designated supervisor

### **JOB GOAL:**

- To work cooperatively and in collaboration with other school personnel and parents in a mutual effort to help any student having difficulty in school

### **PERFORMANCE RESPONSIBILITIES:**

1. Serves as a liaison between home and school; provides parental education and counseling
2. Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs
3. Confers with school personnel regarding a student's problems
4. Communicates information about a student's school problems to parents
5. Consults with parents regarding ways they can help their child become effective in school
6. Conducts social developmental components of a case study evaluation
7. Administers and interprets adaptive behavior scales
8. Obtains medical, social, or educational information about a referred student from community agencies
9. Makes classroom observations of a student who has been referred following district procedures
10. Confers with parents concerning their feelings about special education services/placements; prepares parents for a multidisciplinary conference
11. Schedules multidisciplinary conferences in cooperation with the psychologists
12. Attends multidisciplinary conferences; provides emotional support to parents; presents social/developmental information
13. Obtains parent signatures for placement in special education programs in cooperation with other school district personnel
14. Maintains accurate, complete, and punctual records as required by law, district policy, and administrative direction
15. Makes provisions to be available to parents and school personnel as needed for education-related purposes
16. Attends staff meetings and contributes to ongoing development of district programs through involvement with building and district committees
17. Strives to maintain and improve professional competence; demonstrates awareness of limitations and strengths, acknowledging recommendations, and setting goals for growth
18. Possesses and maintains current information and academic background; demonstrates observable knowledge of theory and content in general education appropriate to elementary or secondary level, and in special education appropriate for all categories
19. Treats personal information about students, parents, or staff members confidentially and ethically by discussing such personal information only with individuals having a demonstrable educational interest in the student
20. Maintains communication and positive relationships with students, colleagues, parents, and community
21. Supports the Bloomington Public Schools, School District 87 and imparts a positive image of the district within the community
22. Uses appropriate channels of communication