

TITLE: School Social Worker

PURPOSE: To provide social work services to all students

QUALIFICATIONS:

1. Master's Degree in School Social Work
2. Illinois licensure as School Social Worker
3. Ability to function effectively as a member of the school team

REPORTS TO: Building Principal/Special Education Administrator

DUTIES & RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Provide social work service to students as indicated on IEPs, 504 plans, or after following the social work referral process for any student needing social work services.
2. Complete Social/Developmental Studies including any specialized assessments as determined at the domain meeting for students referred for a special education case study.
3. Summarize, report, and make recommendations regarding educationally pertinent information for Eligibility Determination Conference (EDC) meetings, Individualized Education Program (IEP) meetings and 504 plans.
4. Document student performance and progress toward meeting established goals and objectives or benchmarks.
5. Complete a functional analysis with input from parents, teachers, administration, and other individuals as necessary, develop behavior plan/interventions and monitor effectiveness of interventions for students struggling with behavioral issues.
6. Prepare and maintain pertinent professional records and reports such as evaluation reports, Medicaid logs and computerized EDC/IEP program input.
7. Provide consultative services to administrators, parents, and teachers to plan strategies and interventions which address the academic and behavioral difficulties of students.
8. Serve as a resource person to administrators, parents, and teachers in enhancing the understanding of behavior and its impact on academic achievement.
9. Participate as a member of the building problem solving team when behavioral, attendance/truancy concerns are identified.
10. Serve as a liaison between schools, families and community agencies.
11. Maintain communication with community agency representatives and refer students to agencies as appropriate.
12. Organize and/or present professional development activities for teachers, administrators, and support staff.
13. Provide parent education in the understanding of the impact of behavioral difficulties on academic achievement.
14. Conduct student group activities as deemed appropriate by social worker in collaboration with principal.
15. Participate in professional development activities that meet the CEU/PDH requirements to renew Illinois licensure.
16. Collaborate with guidance professionals and administrators to determine needs of students.
17. Perform such other tasks and assume such other responsibilities as may be assigned.

TERMS OF EMPLOYMENT:

Wages, hours, terms, and conditions of employment pursuant to the collective bargaining agreement.

EVALUATION:

Performance in the position will be evaluated in accordance with the provisions of the collective bargaining agreement.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must lift and/or move up to 20 pounds. The employee may be required to physically restrain students who are a danger to themselves or others.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, compile, instruct, synthesize, evaluate, use interpersonal skills, negotiate, and maintain emotional control under stress. The employee frequently is required to compute. The employee occasionally is required to copy.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.