

**METROPOLITAN SCHOOL DISTRICT  
WASHINGTON TOWNSHIP, MARION COUNTY  
8550 Woodfield Crossing Boulevard, Indianapolis, IN 46240**

The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis in the State of Indiana, Marion County. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

**POSITION:** School Social Worker  
**CALENDAR:** 195 Paid Days  
**LOCATION:** Clearwater Elementary School  
**STARTING SALARY:** Teacher Salary Schedule  
**WORK SCHEDULE:** Teacher Workday  
**START DATE:** 2024-2025 School Year

Under the Direction of the School Principal and working collaboratively with the Coordinator of Student Programs and Community Liaison, the following duties are assigned:

- providing students, parents, administrators, and other teaching staff with individually-tailored advice and consultation to address personal, emotional, familial, or social issues to maximize the student's' learning experience.
- accounting for school enrollment and regular attendance of every student as prescribed by the statutes of the State of Indiana and policies and rules of the School District.
- working closely with administrators, office staff, and school leadership team to help execute the school's mission and vision; including sitting on weekly office meetings, and quarterly data meetings to be an active participant
- attend weekly staff meetings; attend grade level PLC meetings as necessary
- conducting assessments of students for the purpose of identifying learning or social interaction issues, and recommending courses of action or corrective procedures to address issues and maximize learning.
- serving as a member of the school's Resiliency Team and RtI process
- providing counseling and guidance for children who are experiencing problems in the area of attendance, behavior and adjustment, and for parents when underlying causes appear to be in the home.
- conducting social skills groups.
- serving as the check-in, check-out coordinator for student in need of behavior intervention
- serving legal notice to parents, guardians, or custodians whose children are out of school illegally.
- contacting Department of Child Services (DSC) as needed in various circumstances
- establishing and maintaining a positive working relationship with referred students and parents so that joint problem identification and subsequent resolution can occur.
- maintaining collaborative relationships with school personnel by relating relevant data about referred students and families as they affect the student's adjustment in school.
- functioning as a team member, consulting regularly in a formal or informal manner with building level administrators, school nurses, counselors, psychologists, Cummins therapist and other specialists.

- assisting students and teaching staff in implementing student's behavior management plans.
- having an understanding and knowledge of community resources so that appropriate referrals may be made when required.
- verifying the residency of individual students when there is a concern regarding the student's settlement.
- evaluating financial needs of individual students' families, and making referrals to appropriate agencies when it is determined that financial assistance will be required for a student to maintain good school attendance.
- keeping accurate records of all visitations and referrals. Have available upon request.
- conducting home visits as needed to provide support to students and families.
- traveling to school district buildings and professional meetings as required.
- continuing to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research, and by maintaining professional relationships.
- assisting in the orientation of new teachers, and provides in-service training in guidance.
- selecting appropriate supplies and equipment and maintaining inventory records.
- having a valid Motor Vehicle Operator's License or ability to provide own transportation.
- being available before and after school, as assigned.
- assisting with arrival and dismissal duties
- performing other duties as assigned.

#### **QUALIFICATIONS:**

- Master's Degree in School Social Work.
- Minimum of 5 years of experience preferred.
- Knowledge of:
- Social Work principles, theories, testing, methods, etc. as well as proven behavior management methods.
- Differentiated instruction based upon student learning styles.
- Data information systems, data analysis and the formulation of action plans.
- Applicable federal and state laws regarding education and students.
- Excellent communication, written, curriculum and organizational skills, required • Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.

#### **PHYSICAL REQUIREMENTS:**

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Seldom = Less than 25 % | 3. Often = 51 to 75%            |
| 2. Occasional = 26 to 50 % | 4. Very Frequent = 76 % & above |

- Ability to stand for extended periods of time (4)
- Ability to carry 25 pounds (3)
- Ability to work at a desk, conference table or in meetings of various configurations (3) • Ability to see for the purpose of reading laws and codes, rules and policies and other • printed matter (3)
- Ability to hear and understand speech at normal levels (4)
- Ability to communicate so others will be able to clearly understand a normal conversation (4)
- Ability to operate office equipment (2)
- Ability to reach in all directions (4)
- Amount of force to push / pull up to 15 pounds (4), 25-30 pounds (2), and • 50 or more (1)
- Amount to lift 25-30 pounds (3) and 50 or more pounds (1)
- Climbing (4)
- Overhead work (2)

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

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