



GENERAL INFORMATION

<i>TITLE</i>	School Social Worker
<i>DEPARTMENT</i>	District
<i>LICENSURE</i>	Professional Educator License
<i>ENDORSEMENT</i>	School Social Worker endorsement
<i>CONTRACT</i>	182 Days
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Campus Administrator
<i>SUPERVISORY RESPONSIBILITIES</i>	Not Applicable
<i>PRIOR EXPERIENCE</i>	Complete internship in social work
<i>EVALUATION</i>	Evaluated by the Campus Administrator in conjunction with the Director of Student Support Services and/or other certified evaluators using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, and other sources of data. The evaluation cycle for the School Social Worker shall be one school year.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed and is by no means all encompassing. Other duties may be assigned.

- Ability to demonstrate knowledge and application of Social Emotional Learning Standards
- Evaluate the social, emotional, behavioral and health needs of students
- Identify, create and implement social work IEP goals and services
- Provide individual and group social work services
- Conduct functional behavioral analysis
- Assist in the development and monitoring of behavioral intervention plans
- Demonstrate in-depth knowledge of effective behavioral intervention strategies
- Serve as Internal Coach for PBIS
- Respond to crisis and provide intervention when necessary
- Serve as a liaison between school, families and community resources
- Ability to evaluate building needs and develop responsive programs
- Other duties assigned by administration

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of current research and theory in specific field. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to communicate verbally and perform technical writing, business correspondence, and procedure manuals. Ability to negotiate and handle pressure situations for extended periods of time. Ability to effectively present information and respond to questions from groups of staff, students, administrators, clients, customers, and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a bachelor's degree, master's degree preferred; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- March 2021