

**Our Vision**  
*Excellence in education,  
 community, and self for success in  
 tomorrow's opportunities.*



**Our Mission**  
*Maximize and foster learning and  
 growth for all through continuous  
 improvement.*

April 2019

<b>JOB TITLE:</b>	<b>SCHOOL SOCIAL WORKER</b>
<b>DEFINITION:</b>	The School Social Worker assists students individually and/or in a group setting to address their social emotional learning needs. The School Social Worker collaborates with staff to support social emotional learning across the building. The School Social Worker reports directly to the Building Administrators.
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Licensure as required by the Illinois State Board of Education.</li> <li>2. Such other qualifications of academic, professional and personal excellence as the Board may specify.</li> </ol>
<b>KEY FUNCTIONS:</b>	<p><b>PUPIL SERVICES</b></p> <ul style="list-style-type: none"> <li>● Collaborate with all staff to create a system for all students in need of social-emotional support;</li> <li>● Collaborate and coordinate with staff to provide supportive services as needed for general education as well as IEP- and 504-entitled students (e.g. class groups, coaching related de-escalation techniques, planning for interventions, etc.);</li> <li>● Plan for and provide guidance, counseling, and social work services, either individually and/or in a group settings, to aide students;</li> <li>● Collect, analyze, and report on data to identify student needs.</li> <li>● Develop plans of support for students based on data collected.</li> <li>● Implement student plans as developed by teams.</li> <li>● Provide support for students and staff during crises and/or escalated behaviors.</li> <li>● Collect data based on individual student plans.</li> <li>● Consult and partner with outside student services and public and/or private agencies for students where appropriate;</li> <li>● Support and partner with parents to best meet student needs;</li> <li>● Maintain student confidentiality, applying professional discretion.</li> <li>● Collaborate with DCFS as needed.</li> <li>● Collaborate with administrators as needed related to student discipline</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>● Develop and/or deliver mandated trainings (e.g. Erin's Law, Ann Marie's Law, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>● Provide SEL curriculum support as needed (e.g. coordination, training, etc.).</li> <li>● Demonstrate professionalism (e.g. exhibit skills including but not limited to: adaptability, teamwork, clear communication, organization, critical thinking, etc.).</li> </ul> <p>SCHOOL AND COMMUNITY RELATIONS</p> <ul style="list-style-type: none"> <li>● Collaborate to maintain a positive culture within the school and in the community.</li> <li>● Maintain professional relationships and provide guidance and advocacy when needed.</li> </ul> <p>PROFESSIONAL AND PERSONAL RENEWAL</p> <ul style="list-style-type: none"> <li>● Participate in ongoing learning and professional development opportunities.</li> <li>● Maintain active CPI certification.</li> </ul>
<b>PHYSICAL DEMANDS:</b>	<p>This position requires physical ability to carry out the following activities, with or without reasonable accommodation:</p> <ol style="list-style-type: none"> <li>1. Communicating with others (talking, hearing, keyboarding and handwriting);</li> <li>2. Observing instructional activities (seeing, listening to oral interpretation);</li> <li>3. Facilitating delivery of materials and equipment to appropriate sites.</li> </ol>
<b>CAPACITY AND ABILITY REQUIREMENTS:</b>	<p>In order to learn or perform duties adequately, the following are required:</p> <ol style="list-style-type: none"> <li>1. Adaptability to perform duties, without loss of efficiency or composure.</li> <li>2. Ability to accept responsibility for direction, control, or planning of an activity.</li> <li>3. Adaptability to deal with people beyond giving and receiving instructions.</li> <li>4. Adaptability to making of generalizations, evaluations or decisions based on sensory or judgmental criteria.</li> <li>5. General learning ability; ability to understand instructions, concepts and underlying principles; ability to reason and make judgments.</li> <li>6. Ability to understand meanings of words and ideas associated with them, and to transfer understandings to individuals and groups as necessary.</li> </ol>
<b>WORK CONDITIONS:</b>	Normal working environment.
<b>GENERAL REQUIREMENTS:</b>	This job description is intended to describe the general nature and level of work to be performed by those assigned to this position. It is not intended to be a complete list of responsibilities, skills and duties required of the School Social Worker.
<b>TERM OF EMPLOYMENT:</b>	School calendar year.
<b>EVALUATION:</b>	The position is evaluated by the Building Administrators.