

# Position Description

## SECTION I: GENERAL INFORMATION

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|---|--|
| <b>Position Title:</b> School Social Worker | <b>Department:</b> Special Programs          |
| <b>Reports to:</b> Building Principal       | <b>FLSA Status:</b>                          |
| <b>Classification:</b> Teacher              | <b>Bargaining/ Work Unit:</b> Teacher        |
| <b>Position Last Updated:</b> April 2020    | <b>Next Position Description Update:</b> N/A |

## SECTION II: JOB SUMMARY

To assist students, parents/guardians and staff with methods and resources that effectively address issues of achievement, social emotional adjustment and attendance in the school setting.

To increase student engagement and success through student support and supervision, attendance, discipline, and collaboration with staff, students, families and community.

To assist the school administration and student support staff in the areas of student support, including building supervision.

## SECTION III: DUTIES AND RESPONSIBILITIES

|                                     |     |   |
|-------------------------------------|-----|---|
| <b>Duty/ Responsibility Number:</b> | 1   | <b>Statement of Duty/ Responsibility:</b><br>Student and Parent/Guardian Engagement and Support |
| <b>Percent of Time:</b>             | 65% |   |

### Tasks involved in fulfilling above duty/ responsibility:

- Intervenes in problematic student behaviors at the earliest stages possible and contributes to the District's development of preventative strategies intended to help address and alleviate such behaviors.
- Establishes, facilitates and/or delivers social work services for students and their families who are experiencing social / emotional / behavioral challenges, attendance issues, homelessness, and resource disparities.
- Assists in developing and coordinating the student attendance operation to ensure staff compliance and family/student support. As needed, work with the students, parents and staff to correct student attendance and/or behavior problems both within and outside of school.
- Assists with the counseling of students and accessing of outside resources needed to help students become personally and academically successful.

- Assists with the consultation of teachers as it relates to student behavior concerns.
- Support students receiving special education services to ensure compliance, support, and resources
- Develops positive and collaborative working relationships with parents and caregivers to encourage parent-teacher-administrator communication.
- Works with community resources and partners to support student success.
- Ensures compliance and accurate documentation of social work case notes, homeless and highly mobile forms, attendance letters, and Hennepin County truancy and child protection reporting.
- Ensures timely and accurate documentation in student information system.
- Performs other duties as assigned by building administrator.

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|-------------------------------------|-----|---|
| <b>Duty/ Responsibility Number:</b> | 2   | <b>Statement of Duty/ Responsibility:</b> |
| <b>Percent of Time:</b>             | 20% | Building Support and Oversight            |

**Tasks involved in fulfilling above duty/ responsibility:**

- Ensures alignment of practice decisions with District policies so that work responsibilities can be performed purposefully, confidently and independently.
- Establishes and maintains effective communication with RMS and district- wide social work department.
- Plans for delivery of services regarding student needs/staff capacity.
- Provides supervision of student activities, lunch periods, corridors, lavatories, learning centers etc. as needed
- Establishes and maintains a positive department culture.

|                                     |     |   |
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| <b>Duty/ Responsibility Number:</b> | 3   | <b>Statement of Duty/ Responsibility:</b> |
| <b>Percent of Time:</b>             | 10% | Staff Training and Consultation           |

**Tasks involved in fulfilling above duty/ responsibility:**

- Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- Provides consultation to teachers regarding student behaviors.
- Actively participates in the Problem Solving Team process to ensure student needs are being addressed through an Multi-tiered Systems of Support framework.

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| <b>Duty/ Responsibility Number:</b> | 4  | <b>Statement of Duty/ Responsibility:</b> |
| <b>Percent of Time:</b>             | 5% | Crisis/Risk Assessment and Intervention   |

**Tasks involved in fulfilling above duty/ responsibility:**

- Provides support to students and staff during crises to ensure student safety.
- Ensures compliance with mandated reporting and ethical standards.
- Supports and implements building and district safety and security protocols.
- Ensures implementation of emergency and postvention protocols during crises.

**SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge:**

- Knowledge and/or experience with Olweus, Multi-tiered System of Supports, Collaborative Problem Solving, Child Protective Services, and Cognitive Behavioral Therapy recommended but not required.
- Knowledge of trauma informed approaches to student and parent engagement.
- Knowledge of principles of effective leadership.
- Knowledge of protocols and procedures related to ensuring child safety (e.g. suicidality, self-harm, and child protective services).
- Knowledge and/or willingness to learn about federal and state laws as well as district policies regarding special education.

**Skills:**

- Demonstrated effective leadership skills.
- Demonstrated skill in group work, conflict resolution and youth management.
- Demonstrated skills in the ability to communicate with students, parents/guardians through a culturally responsive lens.
- Demonstrated skills in consultation, communication, and professional writing.
- Demonstrated strong collaborative skills, working in a team environment.
- Communicates regularly and appropriately with students and families as necessary using district approved methods of communication, and in accordance with the district's Acceptable Use of Technology policy and guidelines.

**Abilities:**

- Demonstrates effectiveness in communicating and collaborating with others through a lens of sensitivity related to the diversity of individuals for program and student success.
- Develops effective and positive working relationships with students, staff, administrators, parents and the community.
- Ability to travel among the District school sites and District office on an as-needed basis.

**SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS**

- Minnesota School Social Work License
- Master's Degree in Social Work
- LGSW minimum, LICSW preferred

**SECTION VI: EXPERIENCE REQUIREMENTS**

- Experience in school setting as a school social worker or equivalent work experience.

**SECTION VII: WORK ENVIRONMENT**

- Work is typically performed in an inside, temperature-controlled environment. Some outside duty time may be scheduled and expected in performance of this position.
- Strong desire to work in an urban school setting that is racially, linguistically, and economically diverse.

- There may be some lifting and moving of materials and/or equipment, typically less than 30 pounds, in performance of this position.

## **SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.