

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Social Worker**

Reports To: **Building Principal and/or
Director of Student Services**

Pay Schedule/Range: **TBD**

FLSA Status: **Exempt**

Prepared/Revised Date: **March 2024**

Work Year: **8 hrs/day
181 days/ + up to 10 additional
days, if necessary**

SUMMARY: To help students to resolve personal, emotional, and social concerns that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the educational opportunities offered to them.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions
1. Performs casework service with individual students to assist in solving personal, social, or emotional concerns related to their educational and social progress.
2. Assists the school team by performing all necessary tasks associated with the Multi-Tiered System of Supports (MTSS) process and the Special Education evaluation process.
3. Performs casework service with parents as an integral part of helping their child. This may include their participation in resolving their child’s concerns, and their knowledge and use of appropriate resources available.
4. Consults and collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student’s behavior, including the development implementation of Behavior Plans.
5. Supervises the referral of students to, and serves as liaison with, such outside agencies as the Welfare Department, Child Placement Bureau, Juvenile Court, and the like, as appropriate.
6. Makes home visits for the purpose of gathering helpful information on a student’s background.
7. Serves as a liaison between home and school when considerable follow-up is necessary, as in welfare cases, foster home children, and disadvantaged students (not to include those students being served by the social worker responsible for special education services.)
8. Keeps sufficient records, including Related Service Logs, of student cases for use by school staff members and outside agencies when appropriate. Maintains records and maintains the confidentiality of these records.
9. Develops strategies and programs for using the community’s resources to help resolve family problems.
10. Presents a positive image of the school to parents, and conveys to them the school’s genuine concern with the education, growth, and development of each child.
11. Assists in developing ways of involving parents in the affairs of the school and the community.
12. Implements policy on all aspects of the district’s psychological and mental health programs.
13. Assists in the development of specialized programming for students.
14. Develops intervention plans consistent with assessments, classroom environmental and student needs.
15. Keeps abreast of developments in the field and acts as a resource for staff and other personnel.

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Illinois School Service Personnel Certificate with School
- Social Worker Endorsement
- Previous experience preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	Position Title
	Building Principal and/or Director of Student Services

Direct Reports:	Position Title	# of Employees
	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.