



## JOB DESCRIPTION

### Licensed School Social Worker/School Counselor

#### GENERAL INFORMATION

<b>Title:</b>	Licensed School Social Worker/ School Counselor	<b>Union Status:</b>	CTC
<b>Work Year:</b>	183 days	<b>Reports To:</b>	Building Principal
<b>ISBE Classification/Code:</b>	200	<b>Evaluation:</b>	Annually
<b>FLSA Status:</b>	Exempt	<b>Supervisory Responsibilities:</b>	N/A
<b>Salary:</b>	<a href="#">Current Contract</a>	<b>Benefits:</b>	<a href="#">Current Benefits Information</a>

#### **GENERAL RESPONSIBILITIES:**

To plan, organize and implement an appropriate social work/counseling program in a school learning environment that guides and encourages students to develop and fulfill their academic and social/emotional potential.

#### **ESSENTIAL FUNCTIONS:**

- Displays knowledge of social work/counseling theory and techniques.
- Displays knowledge of the development characteristics of the age groups, as well as exceptions to the general patterns.
- Displays knowledge of students/skills, knowledge, language proficiency, interests, cultural heritage, special needs.
- Establishes clear and appropriate goals for social work/counseling services.
- Effectively uses District and community resources and seeks out resources to meeting student needs
- Effectively consults with staff on various social/emotional issues
- Designs a plan that includes services in the setting that meets the needs of the students, including prevention, consultation and intervention.
- Possesses strong skills to effectively support the RTI process.
- Synthesizes data through observations and relates finding to school functioning.
- Develops a plan to assess the effectiveness of the social work/counseling services which is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.
- Creates an environment of respect and rapport encouraging positive interactions among students.
- Organizes services where procedures are established to engage students in social work/counseling services.
- Establishes routines and is able to handle transitions with little loss in instructional time.
- Organizes a safe environment.
- Manages student behaviors where standards of conduct are clear to students.
- Is alert to student behavior and appropriately responds to student misbehavior.
- Contributes to the environment of respect in the school.
- Uses a range of techniques to help students and teachers acquire school, emotional and behavioral skills.
- Addresses identified student needs and helps to formulate general students and teachers academic, behavioral, and social goals.
- Monitors the progression of identified goals.
- Collaborates with other programs in the school to meet student needs.
- Addresses student needs and knows the range of student needs in the school.
- Encourages students to engage in self-monitoring and self-assessment.
- Is flexible and responsive to students and their needs.
- Makes revisions in services when they are needed.
- Reflects to provide an accurate and adjective description of practices, citing specific positive and negative characteristics.



## JOB DESCRIPTION

### Licensed School Social Worker/School Counselor

- Makes specific suggestions to improve the social work/counseling services.
- Produces records, reports, and documentation which are well organized and stored in a secure location.
- Communicates reports in a way that is easily understood by parents and colleagues.
- Maintains accurate records and establishes a system to avoid errors.
- Communicates with families respecting cultural norms and is available to respond to family concerns.
- Actively participates in a professional community
- Engages in professional development and is able to professionally use feedback provided.
- Displays professionalism by displaying honesty, integrity and confidentiality in interactions with stakeholders

#### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

- Strong background and experience with the RTI and MTSS process
- Able to establish strong connections with students and families
- Able to work collaboratively with others
- Knowledge of social/emotional needs of the student body
- Highly developed oral and written communication skills
- Ability to building relationships effectively and professionally with students, families, and staff

#### **EDUCATION, CREDENTIALS and/or EXPERIENCE:**

- Master's degree from an accredited university
- Illinois Professional Educator License with proper licensure for school social work or school counseling

#### **Physical Demands and Work Environment:**

While performing job duties, the employee is regularly required to sit; bend; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. Generally, employees must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds, however depending on the specific position and individual student needs, employee physical requirements may exceed the generally established weight limitation. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee occasionally works evenings and/or weekends. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor. The noise level in the work environment is typically moderate.

*The physical demands and work environment described 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.*

**Reviewed/Revised:** March, 2022/Benefits added December 2024

- *The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.*