

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21 SOCIAL WORK INTERNSHIP

Employee Group: Internships

Purpose

Community Consolidated School District 21 is seeking school social work interns for the upcoming school year. CCSD21 is a diverse school district serving students from preschool through eighth grade. The social work internship is unpaid; however, the experience will be comprehensive and prepare you for your career.

Through a gradual release of supervision, a social work intern's responsibilities and opportunities may include:

Essential Functions

- Learning to conduct social-emotional skills-based groups and individual sessions based on student needs.
- Participating in Problem-solving Team meetings.
- Acting as a resource for parents and teachers.
- Facilitating the creation and implementation of behavior intervention plans.
- Collaborating in creating school-wide programs and activities that lead to positive behavior and culture.
- Responding to individual student crises and district-wide crises.
- Implementing social and emotional skills interventions and prevention programs.
- Participating in IEP meetings and collaborating with IEP team members.

Other Functions

- Performs other duties and responsibilities as assigned.
- Attends conferences, workshops, and meetings as required for the purpose of conveying and/or gathering information required to perform job functions.

Job Requirements

- Enrolled in a masters-level social work program.
- Fluency and literacy in Spanish or Russian are preferred.

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Federal, state, and district policies, regulations, and laws pertaining to job functions.
- Preparing and maintaining accurate records.
- Business appropriate grammar and punctuation in English.
- Reading and spoken fluency, and comprehension in English.
- Basic mathematical skills (addition, subtraction, multiplication, division).
- Safety practices.
- Operation of standard office equipment, including using pertinent job-related software applications.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Making sound decisions on the basis of available information.
- Maintaining the accuracy of work products.
- Demonstrating fiscal responsibility.
- Adapting to changing work priorities.
- Working collaboratively as part of a team.
- Demonstrating behavior that promotes positive relationships.
- Respecting the opinions of others.
- Demonstrating the ability to manage conflicts.
- Applying common sense understanding to carry out instructions.
- Maintaining professional integrity.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

The physical demands described here are representative of those required to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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