Community Consolidated School District 21 Job Description
Social Worker
Special Education

Supervisor:	**Principal**
Employee Group:	**Teacher**
Work Year:	**Teachers' calendar**
Licensing:	**Professional Educator License with a** Social Worker Endorsement **ESL Endorsement Preferred**

Purpose:
The school social worker works with students, families, teachers, and school administrators to support the mental and social emotional behavioral health needs of students. The social worker demonstrates understanding of the school social work profession and utilizes a variety of intervention strategies that enable students to make age appropriate, informed academic and social choices.

Responsibilities: Performance responsibilities include but are not limited to:

- Effectively prioritizes delivery of services to students and parents
- Completes screening and extensive risk assessments and provides crisis support
- Providing consultation and training to staff and parents as needed
- Participating in the development and implementation of mental health preventative strategies
- Demonstrates effective leadership of and participation on teams
- Participates in the identification, diagnosis and needs of school related difficulties and evaluates the resources within the individual, family, school and community to meet these needs
- Determines and evaluates the effectiveness of interventions and redesigns the intervention plan and strategy as needed
- Conducts strength based, formal and informal assessment of adaptive behavior, social functioning, family history, emotional health, and cultural influences with a focus on the relation of these factors to the student's functioning within the educational environment
- Has a solid understanding of the problem solving process including MTSS
- Effectively writes measurable IEP goals aligned to state standards

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).

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 accuracy of work products.
- Demonstrating fiscal responsibility.
- Adapting to changing work priorities.
- Working collaboratively as part of a team.
- Demonstrating behavior which 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:

- Completing tasks using fine finger dexterity.
- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.
- Sitting, standing, walking

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised 1/29/2026