

JOB DESCRIPTION –SOCIAL WORKER

Purpose:

The position of Social Worker

Reporting Relationship:

This position reports to the school principal with input from the Executive Director of Student Services

Responsibilities:

- a) Social Worker demonstrates comprehensive and coherent understanding the school social work profession and plans and utilizes a variety of intervention strategies that enable students to increasingly make independent sound, informed academic and personal social choices.
- b) In addition to accurate knowledge of the typical developmental characteristics of the age group, the Social Worker is able to impart their knowledge with students, colleagues, and parents.
- c) Social Worker is highly effective in working collaboratively with colleagues, parents, and/or students to develop measurable goals that are appropriate to the situation in the school and to the age of the students. Goals are designed to effect wider change for the student.
- d) Social Worker's knowledge of governmental regulations and resources for students is extensive, including those available through the school or district, and in the community. If resources are unavailable or unknown, the social worker researches and identifies appropriate resources.
- e) Social Worker's program is highly coherent, and serves to support not only individual and small group sessions, inclass activities, and crisis prevention, intervention and response, but also the broader educational program.
- f) Students, teachers, and/or parents seek out the Social Worker, reflecting a high degree of comfort and trust in the relationship; Social Worker teaches all how to engage in positive interactions.
- g) The culture in the school for productive and respectful communication between and among students and teachers, while guided by the Social Worker, is maintained by both teachers and students.
- h) Social Worker's routines and procedures are seamless, as are the integration and use of technology for assessments, interventions, and information management.
- i) Social Worker takes a leadership role in maintaining the environment of civility in the school.
- j) Social Worker plans ahead to ensure that meeting arrangements are inviting and conducive to the planned activities. All documents necessary for the meeting are complete and available to participants. When appropriate, documents are available to participants prior to the meeting.
- k) Social Worker conducts detailed and individualized assessment of student needs in collaboration with parents, students, and school personnel to contribute to program planning. Social Worker understands various assessments and evaluation strategies and uses them to support the development of all students.
- l) Social Worker is highly effective in assisting individual students and teachers to formulate social, emotional, behavior, and academic plans and mobilizes other school personnel to meet the needs of the student/family.
- m) Social Worker uses an extensive range of intervention techniques to help students acquire skills related to social emotional functioning.
- n) Social Worker facilitates with other programs and agencies both within and beyond the school or district to meet individual student and/or family needs.

- o) Social Worker is continually seeking ways to improve the intervention program, and makes changes as needed in response to student, parent, or teacher input.
- p) Social Worker's reflection is highly accurate and perceptive, citing specific examples that were not fully successful, for at least some students. Social Worker draws on an extensive repertoire to suggest alternative strategies.
- q) Social Worker's approach to record keeping is highly systematic and efficient, and serves as a model for colleagues across the other schools.
- r) Social Worker establishes trust with families due to exemplary communication skills which include: appropriately used and explained educational jargon, concise and focused presentations in meetings within allotted time, consistently sensitive to cultural/linguistic traditions and family issues. Relationships are formed even in difficult situations. Efforts to empower families to function as advocates for themselves and their children are evident.
- s) Social Worker makes a substantial contribution to school and district events and projects, and assumes leadership with colleagues.
- t) Social Worker actively pursues professional development opportunities, and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
- u) Social Worker can be counted on to hold the highest standards of honesty, integrity, and confidentiality and advocating for students, taking a leadership role with colleagues.

Requirements/Qualifications:

- Valid Illinois Professional Educator License with endorsement in Social Work (Pre-K to age 21)

TERM of EMPLOYMENT: SCHOOL YEAR