

## Social Worker

### Purpose Statement

The job of Social Worker is done for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families and conveying information regarding school and/or district activities, procedures and referring families to other agencies.

This job reports to Building Principal

### Essential Functions

- Completes reports and documentation of services (e.g. logging of IEP SSW minutes, IEP Progress Reports per tri-mester; end of year SSW Service Evaluation summaries, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Completes Social and Development Study (SDS) as part of Case Study Evaluation (CSE) and/or Re-Evaluations process for the purpose of complying with IEP eligibility and standardized assessment per recommendation of IEP team.
- Conducts risk assessment for the purpose of suicidal ideation.
- Facilitates Case Wrap Plan (Wrap Facilitator) for at least one student per year for the purpose of Positive Behavior Intervention Support (PBIS).
- Facilitates Behavior Intervention Plans (BIP) [may include role of BIP Coordinator as designated by principal] (e.g. completes Functional Behavioral Assessment (FBA) and commensurate with BIP teacher(s) and other staff, case manager for one or more BIPs of non-IEP student, etc.) for the purpose of Positive Behavior Intervention Support (PBIS).
- Implements Social/Academic Instruction Groups (SAIGs) (e.g. time-limited, progress monitoring tools utilized, data utilized to identify group members and to determine impact, etc.), etc.) for the purpose of Positive Behavior Intervention Support (PBIS).
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides SEL curriculum as identified by the district (e.g. Second Step, Second Step Kg Safety Program, Red Flags Suicide Prevention programs, PBIS anti-bullying programs, etc.) for the purpose of crisis intervention as needed with students.
- Serves as liaison (e.g. makes and coordinates referrals to outside agencies, refers homeless students to district and community services, helps to facilitate PBIS and LAN Wraparound plans, etc.) for the purpose of Positive Behavior Intervention Support (PBIS).
- Serves as the Tier 2/3 Team Coordinator or the school BIP Coordinator for the purpose of Positive Behavior Intervention Support (PBIS).
- Supports Check-In/Check-Out (CICO) intervention (may include role of CICO Coordinator as designated by building principal) for the purpose of Positive Behavior Intervention Support (PBIS).
- Supports staff in assessment and referral (including district and state documentation) for the purpose of DCFS Mandated Reporting.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; classifying data and/or information; conducting meetings; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios;

review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; knowledge of community resources; recordkeeping and record retention practices; stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. .

**Experience:** Job related experience is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing:**

TB Test

**Certificates and Licenses**

Professional Educator License  
Designated Subject Matter Endorsement

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Pre-Placement Medical Clearance  
Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**