

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: School Social Worker

Calendar Work Days: 184 days - School Year

Supervisor: Director - Special Education/Counseling

Status: Exempt - HHSTA

POSITION SUMMARY

The School Social Worker is responsible to provide social-emotional support as well as information about services that are available to students and families including school and/or district support and outside support and resources. School Social Workers work collaboratively with other school staff to meet the needs of students.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- ISBE PEL - School Social Work Endorsement
- Knowledge of special education related laws and regulations
- Good verbal and written communication skills required
- Ability to organize information and problem solve complex situations
- Strong interpersonal skills
- Experience with high school students preferred

ESSENTIAL PERFORMANCE RESPONSIBILITIES (other duties may be assigned):

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

- Provides supportive services to students including crisis intervention, conflict resolution, social skill development, etc.
- Prepares and delivers multi-tiered interventions to students (e.g. groups, individual meetings, check and connect, etc.)
- Assesses student and family needs (e.g. financial, medical, parenting, skills, etc.) for the purpose of developing and implementing individualized programs of support as well as educational objectives within IEPs.
- Collaborates with school staff (e.g. teachers, psychologists, counselors, administrators, etc.) for the purpose of addressing concerns related to students and developing functional behavior assessments, behavior intervention plans, and other programs that may assist students.
- Coordinates activities with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, etc.).
- Coordinates workshops for parents, and/or students (e.g. parenting skills, community resources, district programs, social skill development, etc.).

- Develops and/or delivers training to school staff (e.g. child abuse and neglects, suicide prevention, bullying, gang resistance, conflict resolution, positive behavior supports, etc.)
- Serves as a mediator for conflict resolution where a student is involved.
- Participates in meetings, workshops and seminars as assigned.
- Participates in problem solving meetings.
- Prepares a variety of written and digital materials (e.g. grades, attendance, anecdotal records, lesson plans, substitute plans, etc.)
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to the appropriate personnel for resolution.
- Responds to and communicates with Administration, teachers, parents, guardians, and others effectively both in writing and in person/phone and in a timely manner
- Complies with all Board policies, ISBE requirements, School Code, IDPH requirements and other laws and regulations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. The employee may be required to push wheelchairs, assist with lifting of students, and provide other physical assistance to students. Specific vision abilities required by this job include close vision, such as to read type or hand written material. There is frequent computer and phone work. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR
 Cheryl Moore
 Assistant Superintendent of Human Resources
 5500 South Grant Street
 Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481