



## VACANCY NOTICE

### Belvidere Central Middle School

The following position is available for the 2025-2026 school year:

### School Social Worker

DATE REQUIRED: August 18, 2025  
QUALIFICATIONS /  
EXPERIENCE DESIRED: PEL with a School Social Worker endorsement  
SALARY: Starting base of \$43,976.00 w/o TRS  
([CBA Agreement](#)- Article 26)  
BENEFITS: Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)

Qualified applicants should complete an online application at [www.district100.com](http://www.district100.com). All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department  
Belvidere Community Unit School District 100  
1201 Fifth Avenue  
Belvidere, IL 61008  
(815) 544-0301

Posting: August 5, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status

## **JOB DESCRIPTION**

**Position:** Certified School Social Worker

**Reports To:** Director of Special Education and building Principal

**Qualifications:** Valid Illinois Teaching Certificate

**Terms of Employment:** 9 months

**Basic Function:** Under the direction of the Special Education Director and building Principal, provides psycho-social and mental health services in assigned schools, advocates for students' needs and serves as a liaison between school and home within the ethical and legal guidelines of special education. A school social worker establishes effective rapport with students and staff.

### **PERFORMANCE RESPONSIBILITIES:**

#### **I. PLANNING AND ORGANIZATION**

A. Assists the school in identification of student needs and the planning of programs that prevent, reduce or alleviate situations that interfere with the learning process of students.

- Aids in designing procedures and collecting data for student needs within schools.
- Participates in developing programs/services identified as a need (conflict resolution, social skills, teacher assistance, anger management).
- Provides relevant and useful recommendations based on assessment consistent with school program.

B. Participates in multidisciplinary staff conferences concerning individual cases of special need (academic, behavioral, cognitive, social emotional).

- Collaborates with other staff in the planning of programs and services for students.
- Provides relevant and useful recommendations based on assessment consistent with the school programs.

#### **II. MANAGEMENT**

A. Organizes time, resources and workload in order to meet responsibilities and identified building needs.

- Plans a schedule of activities.
- Prepares timely and accurate reports and data.
- Plans and submits monthly schedule as requested by administration.

B. Maintains accurate, complete and punctual records as required by law, policy, and administrative directions.

- Documents information to substantiate circumstances relating to pertinent events.
- Maintains adequate case records.
- Provides follow-up and feedback.

C. Provides Social Work Services.

- Follows established policies and procedures in delivery of services.
- Arranges time and schedule to meet specified objectives and student needs.
- Establishes priorities for service delivery in collaboration with appropriate school staff.

### **III. ASSESSMENT/EVALUATION/INTERVENTION**

A. Assists in early identification of students and intervention strategies relating to school based academic and social-emotional problems.

- Consults with school staff regarding pre-referral and intervention strategies necessary prior to a case study.
- Provides information about resources to parents, students and staff.

B. Collects and records information to share with appropriate personnel as a component of the case study. This may include the following:

- Home visit.
- Parent conference.
- Student interview.
- Teacher interview.
- Record review.
- Observations in various environments.
- Obtaining pertinent medical, educational, cultural and social history for case study.
- Provides written reports within designated time frame, including appropriate recommendations.

C. Participates in multidisciplinary staff conferences concerning case studies of students referred for assessment.

- Communicates verbally and in written form parent concerns and student's history.
- Assesses the impact of social/emotional and environmental factors on the student.
- Includes information regarding classroom/school situations (observations, checklists, questionnaires, etc.)

D. Consults with staff and parents regarding student needs and appropriate services/strategies to increase success in school.

- Confers cooperatively with school personnel in the development and implementation of classroom management and/or instructional strategies.
- Assists in the development of plans to meet individual social, emotional and learning needs.
- Provides assistance in developing instructional programs for individual students with special problems of affective development and social skills.
- Aids teachers in designing curricula to develop adaptive behavior, functional life skills and vocational orientation skills.

E. Provides implementation of realistic intervention strategies for students to support and assist in their learning and adjustment.

- Provides social and/or cognitive skills training for individuals/groups.
- Collaborates in developing and implementing prevention programs related to current social concerns (anger management, conflict resolution).
- Counsels students individually or in groups on improvement of educational progress and personal adjustment.
- Intervenes with students in crisis situations.

#### **IV. PROFESSIONAL RESPONSIBILITIES AND DEVELOPMENT**

A. Delivers services consistent with social work ethical and legal principles and standards.

- Demonstrates confidentiality in client relationships.
- Maintains copies of ethical principles and professional standards of practice in professional files.
- Adheres to statutes and regulations addressing civil and legal rights of students, parents and school personnel.
- Complies with established lines of authority within the parameters of professional standards of practice and ethical principles.

B. Upgrades professional skills and knowledge.

- Participates in professional organizations.
- Attends workshops, training sessions, conferences and/or formal coursework.
- Maintains knowledge base through reading and/or participating in research activities.
- Relates current best practices to job duties/responsibilities.

C. Works in cooperation with building principals, supervisors and staff members to implement appropriate services.

- Maintains effective interpersonal relationships and communication with staff and students.
- Understands and works within one's role in the system and contributes to the total educational effort.
- Reports directly to the Building Principal.