

# Edina Public Schools Job Description

## School Social Worker

**Reports to:** Principal / Director of Special Services

**Purpose of Position:**

The School Social Worker assists with the coordination of social services for students and their families.

**Essential Duties and Responsibilities:**

- Assists in the coordination of social services for students and their families.
  - Assists with early identification, pre-referral interventions and referrals to special education.
  - Serves as a team member for the school pre-referral/student assist teams.
  - Provides counseling and other appropriate services as stipulated on special education students' IEPs.
  - Serves as IEP manager for students as deemed appropriate by special education teams.
  - Assists in assessments, such as conducting observations, or other assessment functions, as deemed appropriate by assessment planning teams.
  - Collects pertinent background/home information as appropriate.
  - Functions as district representative at special education team meetings as requested.
  - Works with Section 504 plans, as directed by building principals/504 coordinators.
- Develops and maintains effective working relationships with children, their families, teachers, administration, court systems, law enforcement agencies, social service agencies and other helping professionals.
  - Provides individual and group counseling.
  - Makes community/agency program linkages to assist student and their families.
  - Provides crisis intervention and support as appropriate.
  - Consults with education staff relative to appropriate interventions, techniques, and modifications for students in need.
  - Monitors student attendance and assists with required truancy procedures.
- Coordinates and develops education programs.
  - Coordinates and develops programs that enhance and promote student mental health.
  - Conducts friendship, social skills families in transition groups, etc. as determined by each site.
  - Assists in providing drug, alcohol, and tobacco free education programs.
  - Assists with programs and appropriate activities that align with district's ethical values.
  - Provides additional duties related to mental health education programs as assigned by building administration.
- Maintains and prepares records and reports.

- Manages and monitors all aspects of their assigned IEP caseload according to special education guidelines.
- Maintains timely and accurate records of services provided, with particular attention to all reimbursable special education activities.
- Informs supervisors of impending needs and regulations affecting school social work.
- Maintains a positive working relationship with principals, teachers, and district office administration.
- Performs other duties as may be reasonably assigned for effective school operation.

**Required Qualifications:**

- Masters degree in Social Work.
- Current MN licensure in School Social Worker.
- Minnesota Board of Social Work license.
- Knowledge in child development.
- Experience in individual, group, and family counseling/consultation.
- Knowledge of a variety of clinical and counseling treatments, for use with children and their families.
- General knowledge of current Federal and State special education laws/mandates, including IDEA and section 504.
- Effective communication skills with individuals and groups.
- Commitment to the education of all students.

**Additional Information:**

- Must be willing and able to work in the following conditions: busy, noisy, with consistent interruptions.
- Ability to perform the following actions occasionally: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 25 pounds, reaching, stooping, walking, standing, bending, crouching.