

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE:	School Social Worker
REPORTS TO:	Assistant Superintendent of Special Education Services
TERMS OF EMPLOYMENT:	Per Contract

CERTIFICATION AND POSITION REQUIREMENTS

A minimum of Master's Degree in Social Work
Valid Illinois Professional Educator License (PEL) with an Endorsement in School Social Work.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Provides direct service to students, including:
Individual treatment; Short-term/ Long-term/Group treatment, (e.g. student, parent, step, loss, socialization, etc.);
and Crisis intervention - individual, family, community
2. Provides indirect service to students and/or parents, including:
participation on multidisciplinary teams, teacher consultation, other consultation - school personnel, administration
and support school staff; and community services - referral and coordination
3. Social Development Study
 - A. Assessment
 - (1) Interview with parents
 - (2) Interview with school staff
 - (3) Interview with student
 - (4) Review of the student's cumulative folder
 - (5) In-school observations in areas such as classroom, halls, school grounds, lunchroom
 - B. Adaptive behavior Scale
 - (1) Screen instrument
 - (2) Measure of adaptive behavior - formal or informal
 - C. Multidisciplinary Conference
4. Consultation
 - A. Teacher
 - (1) Classroom management techniques
 - (a) Problem solving
 - (b) Behavior modification
 - (2) Individual student issues
 - (3) Classroom groups
 - B. Other School Personnel
 - (1) Individual student issues
 - (2) School policy issues
 - (3) Teacher issues

- C. Parent
 - (1) Coordination of home and school
 - (2) Home management techniques
 - (3) Interpretation of school program
- 5. Community Services
 - A. Referral as needed
 - (1) Legal
 - (2) Medical
 - (3) Local
 - (4) Recreational
 - (5) Psychiatric
 - (6) Financial
 - B. Coordination of school, home and community
 - C. Educate community
- 6. Prevention
 - A. Target high risk populations
 - (1) Provide Information to students, parents, staff
 - B. Collaborate/consult with school personnel to identify targeted population
 - C. Utilization of community resources
- 7. In-service School Staff, Students, Parents and Community
 - A. Special Education Services
 - B. High Risk issues
 - C. Treatment issues
- 8. Research and Curriculum Development
 - A. Investigate and Research
 - (1) Scientific studies
 - a. Curriculum
 - b. Student behavior
 - c. Socioeconomic/cultural
 - (2) Literature
 - (3) Other school programs
 - B. Contribute to the development of Social/Emotional Based School curriculum
 - (1) Methods
 - a. Assess
 - b. Teach
 - c. Consult
 - d. Co-lead
 - (2) Examples of areas of expertise
 - a. Sex education
 - b. Substance abuse/drugs
 - c. Self-esteem/Suicide prevention
- 9. Performs other duties as assigned by the Assistant Superintendent of Special Education

PROFESSIONAL EXPECTATIONS

The Board and Association recognize the value and benefits of the evolving use of technology in the learning environment, as a device for communicating with students and parents, and as a tool in classroom administration and productivity. All district staff members have access to one or multiple modes of technology (laptop, iPad, etc), a wide range of digital resources for instruction, and multiple and varied systems for communication and productivity. It is expected that staff leverage the use of these technology tools and resources to enhance the learning environment. Such expectations include but are not limited to:

- Demonstrate effective use of integration of technology into the curriculum
- Maintain an updated online presence using District approved resources (website, Canvas, etc). Information must be updated no less than once per month.
- Provide access to resources that support student learning outside the school day through the Learning Management System and /or timely and current classroom websites.
- Exhibit proficiency in appropriate technology tools including district standard tools for assessment, grading, attendance.
- Utilize only district approved electronic gradebook, where applicable.
- Provide timely feedback to students and parents which includes utilizing district electronic gradebook where appropriate.
- Utilize and implement agreed upon common assessments and report results of such in District required systems (Mastery Manager, Canvas, etc)
- Attend to your own learning through participation in district provided professional development, professional learning communities and building your personal learning network.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position's duties require the ability to frequently remain in stationary standing and sitting positions at least 50% of the school day and often traverse the larger school facility, sometimes ascending and descending stairwells. The employee must be able to consistently position self to grasp materials at floor, knee and chest height, and above shoulder height. The individual in this position must also be able to lift, push, and carry teaching materials and other equipment, exerting up to 30 pounds of force occasionally, up to 10 pounds of force frequently, and up to 5 pounds of force constantly. The position requires the ability to visually identify objects across the length of a typical classroom and close vision permitting written material to be read with ability to adjust focus. The employee must be able to frequently operate a computer and other office and teaching equipment as well as verbally communicate and accurately comprehend information. The employee must also be able to consistently work in outdoor weather conditions, frequently be exposed to noise and activity typical of a school setting, and sometimes travel outside the District's immediate geographic area.

TERMS OF EMPLOYMENT

Salary, fringe benefits, and working conditions are negotiated between the Lake Zurich Community Unit District 95 Board of Education and the Lake Zurich Education Association. See the most recent Negotiated Contract for additional details.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____