

# Maywood-Melrose Park-Broadview School District 89

## Social Worker

### THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:**
- Master’s Degree or higher;
  - Valid Illinois Professional Educators Licensure – PEL School Social Worker or PEL School Counselor
  - All required State/National Credentials;
  - Such alternatives as the Board of Education may find appropriate and acceptable.
- Reports To:** Principal/Assistant Principal
- Location:** District 89 Elementary School
- Terms of Employment:** 10 months – Salary and benefits per MEA Contract
- Job Goal:** Facilitates the process of helping students make positive changes in their social/emotional development as it relates to their learning experience.
- Duties and Responsibilities:**
- Plans services to special education students in the form of individual, small group or large groups addressing behavioral and social-emotional difficulties (must be prepared to show evidence of plans upon request);
  - Provides short/long term counseling services to regular education students who are referred by parent request and have social/emotional and/or behavioral difficulties;
  - Identifies, selects and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles and specific needs;
  - Assists staff in developing effective Response to Intervention strategies for students to include recommendations and modifications for working with special education students in the classroom setting;
  - Consults with special education staff, building administrators and staff regarding student needs and assess the individual needs of each building as related to providing supportive services to students, parents and staff;
  - Provides community referrals to families in need of additional services and consults with parents regarding their child’s social/emotional needs;
  - Participates in strategy, screening, MDC, IEP and parent/teacher meetings/conferences as needed;
  - Completes social histories and student interviews for case studies, which may include adaptive and/or behavioral scales as well as functional assessments, and interpret this information for staff and parents;
  - Participates in pre-school screenings;
  - Maintains files on all students serviced;
  - Assists in Crisis Intervention as outlined in the Districts; plan;
  - Provides supportive services to truant students;
  - *Provides* out of District services as directed;
  - Monitors student behavior in non-instructional areas as assigned or required and intervenes to control and modify disruptive behavior;
  - Administers group standardized ability and achievement tests as directed;
  - Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems;
  - Presents a positive role model for students that supports the mission of the District;

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- Demonstrates behavior that is professional, ethical and responsible;
- Participates in all staff development programs;
- Participates in continued Professional Development and Personal Growth;
- Attends and participates in faculty meetings and serves on staff committees as required;
- Preserves the confidentiality of all students, parents/guardians and staff;
- Works in partnership with other staff members to complete tasks relevant to enhancing the academic success of students;
- Performs such other duties and assumes such other responsibilities as may be assigned by the Principal/Assistant Principal, District Administrator and/or the Superintendent.

### Essential Functions:

- Ability to communicate clearly and concisely in oral and written form;
- Ability to work independently and multi-task in an unsupervised environment;
- Ability to respond effectively to oral and written direction;
- Ability to work as part of a team;
- Able to work with small and large student groups;
- Ability to disseminate and comprehend student data;
- Ability to meet daily attendance requirements.

### Evaluation:

- Performance of this position will be evaluated by the Principal/Assistant Principal, and/or District Administrator in accordance with the Board's policy on "Evaluation of Professional Personnel" and the Illinois State Performance Evaluation Reform Act of 2010.