



MOUNTAIN EDUCATION Job Description

Position Title: Social Worker	
Division/Department: Student Services	Evaluation Instrument: Student Support
Pay Grade: \$42/hour	Employment Basis: Hourly as needed
Reports To: Principals	
MINIMUM QUALIFICATIONS	
Education: Masters Degree in Social Work or related field Certification: Certification in School Social Work Preferred Experience: Such alternatives to the above qualifications as the Board may find appropriate and acceptable	
GOAL STATEMENT	
To connect students and families with needed resources and to serve as a member of the campus(es) crisis intervention team(s). To facilitate access to wellness curriculum and resources as needed.	
DUTIES & RESPONSIBILITIES	
Job Specific <ol style="list-style-type: none"> 1. Facilitate student/family access to community support agencies as appropriate. 2. Connect students to internal resources as needed. 3. Provide short term emergency assistance services to students/parents as appropriate. 4. Coordinate with campus counselors to conduct SEL (Social Emotional Learning) group activities as appropriate based on identified student needs. 5. Coordinate with campus counselor to provide campus based Suicide Prevention/Intervention Program. 6. Provide Support as needed to the campus based Crisis Intervention Team. 7. Monitor under-age attendance and attend Truancy Court as needed. Help students overcome barriers so that they may attend school regularly and be successful. 8. Coordinate home visits as needed through referrals of ME staff. 9. Work with ME Homeless Liaison on concerns with homeless students. 10. Participate as a member of the Student Services Team by attending (virtually) monthly meeting(s) of assigned campus(es), , and assist with planned events as appropriate. General <ol style="list-style-type: none"> 1. Supervision of students in an ME setting. 2. Ensure the integrity, accuracy, and security of all records. 3. Maintain a high level of ethical behavior and confidentiality of information. 4. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently. 5. Participate in professional learning as assigned. 6. Communicate clearly and concisely, both orally and in writing. 7. Demonstrate appropriate verbal, written and telephone communication skills. 8. Complete routine tasks with little or no direct supervision. 9. Able to perform tasks involving periods of standing, walking, and sitting. 10. Able to perform the essential job functions with reasonable accommodations. 11. Perform other duties as assigned. 	
IMPORTANT NOTES	
ESSENTIAL DUTIES Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.	
MINIMUM REQUIREMENTS In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.	
Revised: January 2024	