



JOB DESCRIPTION

POSITION:	School Social Worker PK-12
DEPARTMENT:	Special Education and Student Services
REPORTS TO:	Director of Special Education and Student Services
SUPERVISES:	N/A
FLSA STATUS:	Exempt
WORK SCHEDULE:	192 Days per year, *up to 219 days
COMPENSATION PLAN:	PBEA Collective Bargaining Agreement

General Description:

The School Social Worker PK-12 supports students and families by addressing social, emotional, and environmental barriers to learning. The role encompasses crisis intervention, case management, and coordination with external agencies to ensure student well-being and academic success within the educational setting. The social worker collaborates with school personnel and community resources to support a positive and safe learning environment for all students.

Education and Experience:

- Minimum Education: Master's degree in Social Work (MSW)
- Minimum Experience: Two (2) years of experience in a school-based or child-focused social work setting preferred

Licensing Requirements:

- A PA Licensed Social Worker (LSW) is required
- A PA Licensed Clinical Social Worker (LCSW) is preferred
- PA Certification - School Social Worker PK-12

Key Responsibilities:

Student and Family Support:

- Conduct assessments to identify student social, emotional, and family needs.
- Provide individual and group counseling for students experiencing personal, behavioral, and social challenges.
- Support students experiencing crises such as homelessness, grief and loss, and mental health concerns.
- Facilitate connections between students and families with community resources for housing, mental health services, and financial assistance.
- Conduct home visits to assess and support family needs.

Crisis Intervention and Prevention:

- Respond to school crises, including issues related to suicide ideation, self-injury, and trauma.
- Provide immediate crisis support and develop intervention plans for students at risk.
- Lead proactive initiatives on mental health awareness and social-emotional learning (SEL).
- Collaborate with school counselors and psychologists to ensure students' safety and well-being.

Case Management and Advocacy:

- Develop individualized student support plans in collaboration with school teams to ensure each student receives adequate support.
- Act as a liaison between families, schools, and external agencies such as child welfare and mental health providers.
- Advocate for students' educational and social-emotional needs in various settings, including IEP and 504 meetings.
- Assist families in navigating educational and social service systems.

Collaboration and Consultation:

- Work closely with counselors, teachers, and administrators to provide comprehensive student support.
- Participate in Student Assistance Program (SAP) teams to identify and address student needs.
- Provide professional development to staff on topics such as trauma-informed practices and community resources.
- Foster relationships with external agencies to create a support network for students and families.

Program Coordination and Implementation:

- Implement programs and interventions that support student well-being and academic success.
- Assist in the development of school-wide mental health initiatives.
- Maintain compliance with federal and state regulations such as the McKinney-Vento Act and IDEA.
- Monitor and document service provision to ensure effectiveness and accountability.

Core Knowledge:

- Understanding of mental health disorders, trauma-informed care, and social-emotional interventions.
- Knowledge of Pennsylvania's educational regulations, including special education laws and student rights.
- Familiarity with community resources, social services systems, and referral processes.
- Awareness of cultural competence and best practices for working with diverse populations.
- Familiarity with federal and state educational laws and regulations related to special education (IDEA), Section 504, and the McKinney-Vento Act.
- Understanding of crisis response protocols and community resource navigation.

Essential Skills:

- Strong interpersonal and communication skills, with the ability to build positive relationships with students, families, and staff.
- Ability to assess, identify, and address social and emotional barriers to learning.
- Proficiency in case management and documentation.
- Strong organizational and time management skills to handle multiple responsibilities.
- Ability to work independently and collaboratively within a multi-disciplinary team.
- Cultural competence and the ability to work effectively with diverse populations.

Critical Abilities:

- Ability to handle sensitive and confidential information with discretion.
- Capacity to manage high-stress situations with professionalism and empathy.

- Strong problem-solving and conflict-resolution skills.
- Adaptability to changing needs and circumstances within the school environment.

Temperament Requirements:

- Empathy and patience are key in working with students facing complex challenges.
- Collaborative mindset with a focus on teamwork and mutual support.
- Commitment to continuous learning and professional development.
- Strong ethical standards and integrity in practice.

Physical/Environmental Requirements:

- Ability to move throughout the school building and campus, including navigating stairs, classrooms, and outdoor areas, to provide visible leadership.
- Capacity and flexibility to work extended hours and attend school events outside regular working hours to support the school community.
- Actively monitor school environments to ensure the safety of students and staff, including responding promptly to emergencies and safety drills.
- Comfort working in a fast-paced, multitasking environment with frequent interruptions and varying demands.
- Proficiency in utilizing technology for communication, data analysis, and administrative tasks in office and classroom settings.

The information in this job description is provided to comply with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Individuals currently holding this position may be assigned additional responsibilities.

Required Clearances:

- Act 114 (Federal Criminal History Background Check)
- Act 34 (PA State Criminal History Clearance)
- Act 151 (PA Child Abuse History Clearance)
- Act 126 (Mandated Reporter Training)
- Act 168 (Sexual Misconduct/Abuse Disclosure)
- Act 24 (Arrest & Conviction Statement)
- Current School Personnel Health Record
- Tuberculosis Test Result

Clearances and the School Personnel Health Record must be current within 1 year from the hire date, accompanied by a Tuberculosis Test Result within 3 months of the hire date.

Travel Requirements:

- A moderate amount of travel is required for this position.
- Must have reliable transportation

Employee signature

Date