



Posen-Robbins School District 143 ½

JOB DESCRIPTION

TITLE: SOCIAL WORKER

PURPOSE STATEMENT

The position of School Social Worker has been established for the purpose of providing consultation for district students, staff, and parents regarding problems that interfere with the student's adjustment within the educational environment.

REPORTS TO

Director of Student Services, Building Principal

ESSENTIAL FUNCTIONS

- Completes case study evaluation components as required: Social Developmental History as part of the case study evaluation process. Administers and scores the Adaptive Behavior Scale as needed. Writes reports including the corresponding domain section in the student's Individual Education Plan, as well as related components of IEPs for students receiving social work services.
- Meets IEP and Section 504 mandates for school social work services.
- Consults with classroom teachers to help them better understand and work with students or manage particular classes of students.
- Assists school professionals and families in identifying and accessing community resources.
- Provides short-term and long-term individual casework services to students.
- Serves as a liaison between schools, families, and community agencies.
- Participate in eligibility determination meetings and case conferences with other school specialists such as school guidance counselors, school psychologists, school nurses, etc.
- Develop and update social work-related policies to address needs that may arise within the district.
- Handles child abuse and neglect referrals including assessing, reporting and filing DCFS reporting forms.
- Participates in the identification and solution of school problems in collaboration with a multidisciplinary team.
- Attends to crisis situations such as suicide, homicide, death, and other traumatic situations.
- Practices professional renewal through a variety of means such as attending regional and national conferences, participating in professional school social work organizations, and contributing literature to the field of school social work and education.
- Organizes and/or participates in in-service training programs.
- Maintains and updates a district social service directory.

- Establishes a system to receive referrals from school personnel and informs school personnel of social work services.
- Demonstrate support for the Mission, Beliefs, and Goals of the Posen-Robbins School District.

JOB RESPONSIBILITIES

School social work priorities are (with the first items given highest priority descending to lesser priority):

- Emergency / crisis intervention
- Mandates (special education students, child abuse and neglect)
- Teaming
- Consultation
- Referral to outside agencies
- Program development
- Liaison work
- Staff in-service
- Classroom intervention
- Group work with parents or students
- Individual counseling with parents or students

JOB REQUIREMENTS: (MINIMUM QUALIFICATIONS)

- Valid Illinois Type 73 Certificate (School Service Personnel), license, or another legal credential required.
- Degree in social work.
- Prior skills and experience as requested by the Assistant Superintendent of Student Services.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily.
- The requirements listed are representative of the knowledge, skill, ability, physical demands, and working conditions required of this position.

TERMS OF EMPLOYMENT

Salary and work year as established by the Board of Education.

SALARY

Salary is based on our 2026/27 certified salary schedule. Placement is based on education and years of experience as a school-certified Social Worker.

BENEFITS

Benefits include:

- Paid sick and personal days

- Medical, dental, vision and life insurance plans
- Teacher Retirement System (TRS)
- Tuition Reimbursement
- PRSD University