



School Social Worker

Job Description

JOB INFORMATION

Job Title:	School Social Worker - ESS
Version Date:	4/21/26
Category:	Instruction
Department:	Exceptional Student Services
Work Year:	10 Month, 175 Days
FLSA Classification:	Exempt

JOB SUMMARY

Collaborate with teachers, parents, and school personnel to improve classroom management strategies or parenting skills; address mental health issues; assess, identify and work with students with disabilities; and improve emotional and behavioral strategies for all students. Coordinate and facilitate the needs of students and the school district including evaluation, counseling, consultation, crisis intervention, threat and risk assessment, staff development, research, educational planning and coordination with outside agencies. Maintain case records on all referred students.

Essential Functions

Essential Function	% TIME
Serve on student support teams and special education committees as assigned by the ESS Director.	8%
Review student records to identify barriers and/or interventions.	5%
Conduct social-emotional and behavioral assessments; contribute to the development and implementation of Individualized Education Programs (IEPs) and intervention plans	7%
Design and implement behavior intervention plan and social skills instruction. Implement or support implementation of student behavior intervention plans.	5%
Maintain accurate, confidential records in compliance with applicable laws, regulations, and district policies.	5%
Monitor and document student progress; adjust interventions based on data and team input	7%
Recommends appropriate interventions for staff for to support students with mental health concerns.	4%
Attend and participate in special education meetings to include Initial/Reevaluations, IEP's and Manifestation Determination Reviews.	7%
Provide individual and small-group counseling, and social skills instruction to students struggling with mental health, social-emotional, or behavioral issues.	7%
Develop and implement professional development training for educational staff and parents, as requested.	5%
Works with assigned center-based programs to assist staff with serving and addressing student's mental health concerns.	3%
Provide individual and/or group counseling in response to school-wide crises.	7%

Lead risk assessments, including suicide risk reviews and threat assessments, in accordance with district policies. Provide crisis intervention and support the implementation of trauma-informed practices	5%
Maintains current case records and files, including evaluations of outcomes. Complete progress monitoring and progress reporting to obtain and communicate data regarding student advancement toward goals	5%
Serve as liaison with community agencies and other resources to meet student needs; refers parents and students to agencies when appropriate.	5%
Document health related services in Designated Medicaid documentation system for the DCSD School Medicaid Reimbursement Program.	5%
Collaborate on Multi-Tiered System of Supports (MTSS) to implement schoolwide initiatives that promote mental wellness and safety	5%
Perform related work as required.	5%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Master's Degree (MSW) and	School Social Worker License	Required	
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Work Experience

2 years or more	As a Licensed Social Worker	Required	
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Skills

Strong customer service skills, both external and internal	High
Excellent oral and written communication skills	High
Talking to others to convey information effectively.	High
Understanding the implications of new information for both current and future problem-solving and decision-making.	High
Consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies.	High
Understanding of the knowledge, skills, and processes for effective casework practice.	High
Understanding of the school social work profession including associated laws (IDEA, ADA, compulsory attendance, etc.).	High
Understanding ethical issues, professional issues and standards.	High
Understanding foundations of school psychology; and the role and function of the school social worker.	High
Understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.	High
Working knowledge of gifted and special education programs; knowledge of promotion and retention requirements.	High
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Being aware of others' reactions and understanding why they react as they do.	High
Understanding written sentences and paragraphs in work related documents.	High
Networking with school programs and community agencies to provide essential services for families and children.	High
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	High
Actively looking for ways to help people.	High
Communicating effectively in writing as appropriate for the needs of the audience.	Medium
Adjusting actions in relation to others' actions.	Medium
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	High
Considering the relative costs and benefits of potential actions to choose the most appropriate one.	High
Persuading others to change their minds or behavior.	High
Bringing others together and trying to reconcile differences.	Medium

Licenses and Certifications

	CPR - Cardiac Pulmonary Resuscitation	Upon Hire	Preferred
	FIRSTAID - First Aid	Upon Hire	Preferred

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching		X				
Grasping				X		
Grip			X			
Handling				X		
Kneeling			X			
Reaching (Abduction)				X		
Reaching (Adduction)				X		
Lifting (Above Shoulder)		X				
Pinch				X		
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)		X				
Lifting (Waist to Shoulder)		X				
Reaching (Forward)	X					
Vision (Far)	X					
Reaching (Waist to Shoulder)	X					
Reaching (Above Shoulder)	X					
Reading	X					
Repetitive Motions	X					
Sitting	X					
Standing	X					
Wrist Deviation (Wrist Extension)	X					
Reaching (Floor to Waist)	X					
Vision (Near)	X					
Walking	X					
Wrist Deviation (Pronation)	X					
Wrist Deviation (Radial Deviation)	X					
Wrist Deviation (Supination)	X					
Wrist Deviation (Ulnar Deviation)	X					
Stooping	X					
Wrist Deviation (Wrist Flexion)	X					

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 the essential functions

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise		X			
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Other	X				

Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	Commute between schools, homes and buildings.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies

Competency	Level	Competency Description
Analytical Thinking	3. Mid	Diagnoses issues using a systematic and methodical approach.
Collaboration	3. Mid	Maintains mutually beneficial partnerships with other functions.
Communication Skills	4. Experienced	Assess circumstances using experience and a variety of information gathered.
Company Knowledge	4. Experienced	Assess circumstances using experience and a variety of information gathered.
Problem Solving	4. Experienced	Assess circumstances using experience and a variety of information gathered.

SCOPE

Freedom To Act

Works is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Problem Complexity and Problem-Solving Timeframes

Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve.

Financial Responsibility

Total Financial Responsibility	The incumbent does not currently have budgetary responsibilities
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