

SECTION I: GENERAL INFORMATION

Position Title: School Social Worker	Department: Student Services
Reports to: Building Principal	FLSA Status:
Classification: Teacher	Bargaining/ Work Unit: Teacher
Position Last Updated: July 2025	Next Position Description Update: N/A

SECTION II: JOB SUMMARY

To assist the principal in the areas of student support, including building supervision.

To collaborate and help coordinate a program of student services with a large emphasis on evidence based social emotional tiered interventions for students to enhance achievement and overall wellness.

To increase student engagement and success through student supervision, attendance, discipline, and collaboration with staff, students, families and community.

This work also includes providing support to students during hallway transitions, bus, and lunchroom as needed.

SECTION III: DUTIES AND RESPONSIBILITIES

Duty/ Responsibility Number:	1	Statement of Duty/ Responsibility: Student and Parent/Guardian Engagement and Support
Percent of Time:	60%	

Tasks involved in fulfilling above duty/ responsibility:

- Intervenes in problematic student behaviors at the earliest stages possible and contributes to the District's development of preventative strategies intended to help address and alleviate such behaviors.
- Establishes, facilitates and/or delivers social work services for students and their families who are experiencing social / emotional / behavioral challenges.
- Assist in developing and coordinating the student attendance operation to ensure staff compliance and family/student support. As needed, work with the students, parents and staff to correct student attendance and/or behavior problems both within and outside of school.

- Assists in developing and coordinating the student attendance operation.
- Assists with the counseling of students and accessing outside resources needed to help students become personally and academically successful.
- Assists with the consultation of teachers as it relates to student problems.
- Develops parental contact procedures which encourage parent-teacher-administrator consultation.
- Assists in the development and interpretation of school policies to parents, students and staff.
- Works with parents and community members on coordinating volunteer positions.
- Coordinate scheduling for special education teachers, paraprofessionals, and course offerings available to students.
- Work with community resources and partners to support student success.
- Develop parental contact procedures which encourage parent-teacher-administrator consultation.
- Performs other duties as assigned by the building administrator.

Duty/ Responsibility Number:	2	Statement of Duty/ Responsibility: Building Support and Oversight
Percent of Time:	25%	

Tasks involved in fulfilling above duty/ responsibility:

- Ensure alignment of practice decisions with District policies so that work responsibilities can be performed purposefully, confidently and independently.
- Establish and maintain effective communication with RSTEM and district- wide social work department.
- Plan for delivery of services regarding student needs/staff capacity.
- Organize and implement supervision of student activities, lunch periods, corridors, lavatories, learning centers etc.
- Support administration with emergency and crisis response/postvention protocols.
- Establish and maintain a positive department culture.

Duty/ Responsibility Number:	3	Statement of Duty/ Responsibility: Staff Training and Consultation
Percent of Time:	10%	

Tasks involved in fulfilling above duty/ responsibility:

- Develop and maintain collaborative work relationships that contribute to a pleasant and productive workplace.
- Provide consultation to teachers regarding student behaviors.
- Actively participate in the Problem Solving Team process to ensure student needs are being addressed through an Multi-tiered Systems of Support framework.

Duty/ Responsibility Number:	4	Statement of Duty/ Responsibility: Crisis/Risk Assessment and Intervention
Percent of Time:	5%	

Tasks involved in fulfilling above duty/ responsibility:

- Provide support to students and staff during crises to ensure student safety.
- Ensure compliance with mandated reporting and ethical standards.
- Support and implement building and district safety and security protocols.

- Ensure implementation of emergency and postvention protocols during crises.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and/or experience with Olweus, Multi-tiered System of Supports, Collaborative Problem Solving Solving, Child Protective Services, and Cognitive Behavioral Therapy recommended but not required.
- Commitment to advancing the District's vision, mission and value statements.
- Trauma informed approach to student and parent engagement.
- Conflict resolution and youth management skills.
- Knowledge of and/or willingness to learn principles of effective leadership.
- Knowledge of and/or willingness to learn effective conflict resolution strategies for addressing staff situations.
- Knowledge of protocols and procedures related to ensuring child safety (e.g. suicidality, self-harm, and child protective services).
- Knowledge and/or willingness to learn about federal and state laws as well as district policies regarding special education.

Skills:

- Demonstrated effective leadership skills.
- Demonstrated skill in group work, conflict resolution and youth management.
- Demonstrated skills in the ability to communicate with students, parents/guardians through a culturally responsive lens.
- Demonstrated skills in consultation, communication, and professional writing.
- Demonstrated strong collaborative skills, working in a team environment
- Communicates regularly and appropriately with students and families as necessary using district approved methods of communication, and in accordance with the district's Acceptable Use of Technology policy and guidelines.

Abilities:

- Demonstrates effectiveness in collaborating with others for program and student success.
- Develops effective and positive working relationships with students, staff administrators, parents and the community.
- Ability to travel among the District school sites and District office on an as-needed basis.

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- School Social Work License
- LGSW minimum, LICSW preferred
- Masters in Social Worker

SECTION VI: EXPERIENCE REQUIREMENTS

- Experience in school setting as a school social worker or equivalent work experience

SECTION VII: WORK ENVIRONMENT

- Work is typically performed in an inside, temperature-controlled environment. Some outside duty time may be scheduled and expected in performance of this position.
- Desire to work in an urban elementary school setting.
- There may be some lifting and moving of materials and/or equipment, typically less than 30 pounds, in performance of this position.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.