



Rock Island-Milan School District 41

**JOB DESCRIPTION
School Social Worker (SSW)**

POSITION INFORMATION:

POSITION TITLE	School Social Worker (SSW)
DATE CREATED or AMENDED	March 9, 2022/April 27, 2026
DEPARTMENT	Department of Student Services
LOCATION	District
FULL-TIME/PART-TIME	Full-Time
APPOINTMENT TERM	182/Days
FLSA: EXEMPT or NON-EXEMPT	Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Director of Student Services
OTHER INFORMATION	RIEA Contract

POSITION SUMMARY INFORMATION:

Under the direction of the Director of Student Services, the School Social Worker (SSW) will align their services to ensure that all students can access the learning process and school environment to the best of their ability. Will collaborate with an interdisciplinary team of professionals (physician, psychologists, psychiatrists, etc.) to explain and discuss the scope and breadth of complications concerning students/individuals. The SSW will provide behavioral management intervention strategies to teachers and administrators and make referrals to appropriate youth/family service agencies. Further, the SSW will stay abreast of Illinois and federal legislation and regulations that pertain to children, school, and community environments.

Functions and Responsibilities:

Administrative Duties:

- Create and prepare a variety of reports
- Stays abreast on State and Federal legislation as it relates to children, school, and community environments
- Represents the district in social matters regarding the community
- Serve as a liaison between schools, families, and community agencies
- Ensures that all case files, and other records, strictly comply with policies, regulations, and procedures
- Provides consultation regarding school law and school policy
- Maintains confidentiality regarding student concerns
- Adheres to the Employee Code of Professionalism

Assessments/Collaboration:

- Gather information regarding the individual's situation
- Develop an understanding of how the individual perceives their situation
- Prepares social histories and behavioral evaluations
- Observes classroom participation/activities and conduct interviews with teacher and student
- School Social workers must collaborate with administrators, teachers, and the surrounding school community to ensure they are reaching the potential of their abilities to respond in trauma-informed, culturally responsive ways.
- Participates in special education assessment meetings as well as individual educational planning (IEP) meetings
- Analyze the details of family and medical histories, and other entities Determine the strengths and weaknesses that need to be addressed and the type of therapy or treatment plan that needs to be created

Intervention Strategies:

- Provide services as outlined in IEPs: individual or group social work services
- Define goals and criteria that establish wellness for the individual
- Make appropriate referrals and provide resources that may be helpful
- Provide crisis intervention services to schools as needed
- Assist in developing positive behavioral intervention strategies

Evaluate and Monitor Improvement:

- Continuously evaluates to ensure the individual is moving towards meeting their goals
- Determine if the therapy/treatment plan is effective and if it needs to be adjusted for new problems
- Evaluate feedback received about the student from other engaged sources

Referrals/Advocacy:

- Make referrals when students show signs of social and emotional difficulties that interfere with functioning in school
- Assists in referral and liaison activities between parents, school, and community resources to coordinate services for the enhancement and development of all students.
- Provides support to students to help them receive assistance for their behavioral/mental health
- Is an advocate for students and their families in a variety of situations
- Advocates for parents to help them understand the school systems and their rights

Supervision/Training:

- Supervises and evaluates school social work interns
- Provides training and workshops to teachers, school staff, and parents

Required Education:

- BSW in Social Work
- Master's degree in Social work

Certifications, Licenses:

- PEL with a Social Worker Endorsement
- Licensed Social Worker (LSW)
- Clinical Social Worker(CSW)

Required Experience/ Qualifications:

- 2-3 years' prior social work experience
- Involvement working with cultural diversity Experience working with individuals with behavioral disorders and skilled at working in a team atmosphere

Required Knowledge, Skills, and/or Abilities

- Effective Collaboration and communication with students, teachers, administrators, and parents
- Empathy and listening
- Assessing and gathering data
- Strong sense of judgment and ethical decision making
- Time and organization management
- Multi-tasking and prioritization

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

Supervisor Signature

Date

Employee Signature

Date