JOB DESCRIPTION
SCHOOL SOCIAL WORKER
EXTENDED SCHOOL YEAR

JOB DESCRIPTION CREATION / REVISION DATE: 3/7/17

POSITION TITLE: School Social Worker

DEPARTMENT: Extended School Year / Specialized Student Services (SSS)

REPORTS TO: Extended School Year Administrator

SUPERVISES: N/A

POSITION GOAL(S):
To provide individual and group social-emotional support to students and families.

JOB DUTIES / ACCOUNTABILITIES:
1. Provide direct social/emotional support to students; prioritizing special education as mandated by IEPs.
2. Assist and provide support to students struggling with social-emotional and behavioral concerns through the MTSS framework.
3. Participate in Service Team meetings to represent the social-emotional aspect of the educational setting.
4. Assist in the development of behavioral intervention strategies as well as formalized Functional Behavior Assessments and Behavior Intervention Plans.
5. Prepare Social Developmental Studies to address the social-emotional status of students during the case study or re-evaluation process.
6. Provide interventions for students in crisis.
7. Data collection and recordkeeping to monitor social-emotional wellbeing of students.
8. Address parent concerns and provide community resources as necessary.
9. Advocate for students with school staff and administration.
10. Mobilize school and community resources to support the student in the educational setting.
11. Consult with school staff to address social-emotional concerns of students.
13. Contact with community resources.
14. Provide professional training and community education opportunities.
15. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
2. Leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying, and facilitating interactions and sharing ideas).
3. Skills in socio-environmental analysis and diagnosis of students with social/emotional concerns.
4. Knowledge of current state laws and regulations regarding proficiency standards.
5. Previous School Social Work experience (Preferred).
EDUCATION:
1. Master’s Degree in Social Work (Required)
2. Professional Educator License (PEL) with a School Social Work endorsement.

TERMS OF EMPLOYMENT:
This is a temporary position.
Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on ETA evaluations.

Employee Signature: ___________________________ Date: ______________

Supervisor Signature: ___________________________ Date: ______________