SCHOOL SOCIAL WORKER

Purpose Statement

The job of School Social Worker was established for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families and conveying information regarding school and/or district activities, procedures, and referring families to other agencies, working collaboratively with school staff to meet the needs of students.

This job reports to Principal/Supervisor,Social Work

Essential Functions

- Provide supportive services necessary to allow all students to make the best use of their educational opportunities for the purpose of allowing students to develop their fullest individual potential.
- Assesses student and family needs (e.g. financial, medical, parenting, skills, etc.) for the purpose of developing and implementing individualized programs of services to support educational objectives and IEPs.
- Collaborates with school staff (e.g. teachers, psychologists, counselors, administrators, etc.) for the purpose of addressing concerns related to students and developing functional behavior assessments, behavior intervention plans, and other programs that may assist students.
- Coordinates activities with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, etc.) for the purpose of providing referrals for families and/or students.
- Coordinates workshops for parents, and/or students (e.g. parenting skills, community resources, district programs, social skill development, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and district and supporting a child's educational program.
- Develops and/or delivers training to school staff (e.g. child abuse and neglects, suicide prevention, bullying, gang resistance, conflict resolution, positive behavior supports, etc.) for the purpose of educating and informing staff of their role.
- Maintains case records for the purpose of documenting activities and complying with mandated requirements.
- Mediates conflicts between parents, teachers and/or students (e.g. parent/teacher, parent/parent, parent/student, etc.) for the purpose of resolving issues that could impede student's success.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Participates in problem solving meetings for the purpose of providing input and advice to address concerns with student achievement, behavior, and/or social emotional needs.
- Responds to all inquiries for the purpose of providing information on district support services and/or educational programs, IEPs and 504 Accommodation Plans.
- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing needs of the student.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: none specified.

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KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Current practices for school social workers, ISBE school social worker mandates, IDEA rules and regulations, purpose and creation of FBA, BIP.

ABILITY is required to schedule activities, meetings, and/or events: gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Ability to work effectively with adults including parents and staff. Display tact and high level of confidentiality

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working 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 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Traveling teachers are required to provide their own transportation between locations.

Experience Job related experience within a specialized field is required.

Education Master's Degree in a job related area.

Equivalency Non Specified

Required Testing

Pre-employment TB Test & Statement of Good Health as required by Illinois School Code

Certificates & Licenses

Valid Illinois Professional Educator License (PEL) with appropriate endorsement for assignment and Highly Qualified Status for the assignment.

Continuing Education/Training

Non Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt