



Social Work Intern

Assignment:	10-month
FLSA Status:	Exempt
Location:	East or West Leyden
Terms of Employment:	10-Month Year (180 days)
Wages:	Stipend provided. This is a non-benefited position. 2 days a week - annual stipend \$5,000 3 days a week - annual stipend \$6,500 4 days a week - annual stipend \$10,000 5 days a week - annual stipend \$12,000
Reports to:	Cooperating Social Worker, Department Chair, and Assistant Superintendent of Student Services

Qualifications:

- Leyden High School District 212 is looking for a Social Work Intern candidate who is enrolled full time in an accredited master's degree in school social work (MSW) from a school of social work accredited by the Council on Social Work Education. The goal of this position is for the candidate to help students resolve such personal, emotional, and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.

Essential Job Functions:

- Possess effective oral and written communication skills.
- Possess mathematical and analytical skills appropriate for the position.
- Ability to work with students and adults in a positive manner.
- Ability to comprehend and follow written and verbal instructions.
- Possess common sense, problem-solving skills and reasoning ability to appropriately deal with day-to-day instruction and supervisory situations.
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment.
- Ability to handle and maintain the confidentiality of employee, student and other sensitive information.

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- Ability to set goals and establish methods for achieving these goals.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to assist in the maintenance of a safe environment for students and staff.

Performance Responsibilities

- Performs casework and group work service with students to assist in correcting those personal, social, or emotional maladjustments related to their educational and social progress.
- Serves as a liaison between home and school; provides parental education and counseling.
- Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
- Performs casework service with parents as an integral part of the task of helping students, to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources available.
- Confers with school personnel regarding a student's problems.
- Consults regularly with their Leyden supervisor and the Leyden social work team.
- Communicates information about a student's school problems to parents.
- Consults with parents regarding ways they can help their child become effective in school.
- Conducts social developmental components of a case study evaluation.
- Collaborates with other school personnel in gathering and giving information on a case, and in establishing and planning for respective roles in the modification of the student's behavior.
- Administers and interprets adaptive behavior scales.
- Obtains medical, social, or educational information about a referred student from community agencies.
- Conducts classroom observations of a student as needed.
- Confers with parents concerning their feelings about special education services/placements; prepares parent for initial, annual, and 504 meetings.
- Schedules conferences as needed based on recommendation cooperation with the psychologists.
- Attends and participates in multi-tiered systems of support meetings.
- Obtains parent signatures for placement in special education programs in cooperation with other school district personnel.
- Maintains accurate, complete, and punctual records as required by law, district policy, and administrative direction.
- Makes provisions to be available to parents and school personnel as needed for education-related purposes.
- Attends staff meetings and contributes to ongoing development of district programs through involvement with building and district committees.
- Strives to maintain and improve professional competence; demonstrates awareness of limitations and strengths, acknowledging recommendations, and setting goals for growth.
- Possess and maintains current information and academic background; demonstrates observable knowledge of theory and content in general education appropriate to elementary or secondary level, and in special education appropriate for all categories.

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- Treats personal information about students, parents, or staff members confidentially and ethically by discussing such personal information only with individuals having a demonstrable educational interest in the student.
- Maintains communication and positive relationships with students, colleagues, parents, and community.
- Performs other duties as assigned by the department chairperson and/or administrators.

Physical Demands and Work Environment:

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date

Revised: 10/8/2025

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