

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: School Social Worker

- Qualifications:
1. Master's Degree in Social Work (MSW) from an accredited school of social work.
 2. Illinois Type 73 Certificate by the Illinois State Board of Education or such alternatives as the Board of Education may find appropriate and acceptable.
 3. Licensed clinical social worker (LCSW) as determined by the Department of Professional Regulations, State of Illinois is preferred.
 4. Professional image, actions, communications and working relationships are required at all times.
 5. Excellent written and oral communication skills and strong computer skills.
 6. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
 7. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically.

Department: Building Personnel

Location: Elementary or Junior High/High School

Reports to: Building Principal and/or Assistant Principal

FLSA Class: Exempt

Revised Date: 03/11/21

Job Goal: To serve students whose social, emotional, and/or behavioral problems interfere greatly with their ability to learn in order for them to achieve their optimal levels.

Performance Responsibilities:

1. Conduct individual student and/or group counseling.
2. Create and maintain an active, responsive climate for learning through positive teacher-student rapport.
3. Identify student needs and cooperate with other professional staff members in assessing and helping students solve social, emotional, and/or behavioral problems.
4. Consult and provide in-service training to school personnel.
5. Assist students directly toward adjustment to school.
6. Provide indirect serves and/or intervention, acting as a liaison between the school, families, and community agencies.
7. Facilitate the effective utilization of existing community resources to meet the needs of school children.
8. Be an active participant in the problem solving team and/or MTSS process.

9. Maintain effective channels of communication with administration, school staff, parents, and students.
10. Develop a cooperative working relationship with administration, school staff, parents and students.
11. Maintain ethical standards relevant to his/her profession.
12. Organize time, energies, and workloads in order to meet all the various responsibilities.
13. Prepare reports and maintain appropriate records for each student as required by law, district policy, and administrative regulations.
14. Maintain professional competence in utilizing available technology tools, applications, and software.
15. Participate in character education and student recognition programs as required.
16. Attends staff meetings, accepts committee appointments and the responsibility for working with other staff members on projects concerned with the improvement of the total school program.
17. Maintains a professional relationship with fellow staff that encourages sharing, planning and working together toward improved student success.
18. Engages in opportunities for professional development in order to stay current.
19. Demonstrates professionalism towards both students and colleagues.
20. Adheres to school and district policies and procedures and remains willing to work to improve these guidelines.
21. Performs all other duties reasonably related to position as may be assigned by the Principal and/or Assistant Principal.

TERMS OF EMPLOYMENT: 190-day contract, salary and benefits are determined by teacher contract.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of professional personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____