

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: SCHOOL SOCIAL WORKER

QUALIFICATIONS: 1. MS in Social Work from an accredited school of social work.
2. Illinois Type 73 Professional Educator License.
3. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Building Principals & Superintendent

DUTIES AND RESPONSIBILITIES:

PROFESSIONAL RESPONSIBILITIES RELATING TO STUDENTS AND STUDENT SERVICES

- Assist in the identification of student social, emotional and mental health problems
- Engage in observation and evaluation of the needs concerning students, parents, school districts, and community
- Conduct valid assessments according to professional standards
- Obtain and document the Social Developmental Study to determine a student's need for special education services and/or school social work services
- Communicate assessment information verbally
- Participate and communicate social developmental assessment information at staff conferences and IEP meetings
- Communicate social developmental assessment information in written form
- Participates in Response to Intervention implementation
- Assist the students' learning and social/emotional adjustment by providing individual or group counseling/therapy to assist students in solving social and/or emotional problems, developing a more positive self-concept, and attaining appropriate goal-directed behavior
- Increase communication skills to aid students in the process of giving and receiving support from others

PROFESSIONAL RESPONSIBILITIES RELATING TO DISTRICTS, PARENTS AND THE COMMUNITY

- Develop appropriate social interaction with children and adults
- Implement intervention strategies that support the teaching process
- Build rapport with parents in order to form a bridge between school and home regarding the evaluation process as well as the school's willingness to partner with parents in helping their children
- Participate in the evaluation and committee decision-making process to determine eligibility for special education services
- Collaborate with teachers and offer strategies to enhance student learning
- Teach classroom units regarding social skills and appropriate behavior within the school setting
- Provide family support, interventions, and if necessary, appropriate referrals to needed community agencies
- Organize and facilitate topic-oriented groups to aid parents and their children in learning parenting skills, needs of special education students, and the importance of ongoing communication with the school
- Intervene in crisis situations as requested by the school district or Eastern Illinois Area of Special Education
- Attain knowledge of resources, materials, procedures for crisis intervention
- Provide emotional support to children, families, and staff regarding the death of a student or staff member by utilizing skills to promote the grieving process
- Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary

PROFESSIONAL RESPONSIBILITIES RELATING TO COLLEAGUES AND GENERAL ADMINISTRATION

- Consult with parents and school personnel regarding ways to facilitate the learning and adjustment of students
- Help teachers and administrators to identify modifications for classroom instruction relevant to student needs such as adaptive, social/emotional, and life skills
- Consult with classroom teachers and administrators to help them better understand and work with individual students or manage classes of students
- Consult with parents about strategies that will meet student needs
- Confer with parents about social developmental assessment and special education
- Report student’s educational needs to parents in a manner tailored to the parent
- Offer strategies for parents to work with the child in the home setting
- Assist the administration in implementing all policies and rules governing students

PROFESSIONAL RESPONSIBILITIES RELATING TO PROFESSIONAL DEVELOPMENT AND GROWTH

- Deliver services consistent with ethical principles, professional organizational standards, and in accordance with training and expertise
- Participate in the ongoing assessment of her/his performance and accept and benefit from constructive criticism
- Demonstrate effective office and time management
- Complete required paperwork in a timely manner
- Demonstrate punctuality for meetings and keep appointments
- Demonstrate knowledge of Federal, State, EIASE, and district policies and procedures
- Keep informed through publications and workshops
- Adhere to Federal and State mandates for the provision of services to students
- Work and share ideas, special talents, and demonstrate cooperation with colleagues
- Attend all required meetings including department and agency meetings

Performs other tasks and duties as necessary and assigned by the building principals and superintendent.

TERMS OF EMPLOYMENT: As specified in teacher contract.

EVALUATION: As per evaluation plan for professional educator licensed staff.

COMPENSATION: As specified in teacher contract.

Revised May 14, 2019