

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: School Social Worker

Department/Location: School Building

Reports to: Building Principal and Director of Student Services

Employees Supervised: None

POSITION SUMMARY:

Under the direction of the Building Principal and the Director of Student Services, the School Social Worker provides direct and indirect social work services to students experiencing social, emotional and/or behavioral problems that interfere with their performance in school, and facilitates communication among school, home and community providers.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide school social work services to students who are at risk for school failure and/or are demonstrating social/emotional/behavioral problems within the school setting.
2. Assist teachers and parents in developing and implementing behavior management plans to remediate problem behaviors.
3. Assist students in improving their academic, personal and social functioning.
4. Provide social skills, anger management, stress reduction or other similar instruction to students who are experiencing social/emotional/behavioral problems that interfere with their learning or the ability of others to learn.
5. Provide short-term individual and group counseling to students who are experiencing social/emotional/behavioral problems that interfere with their learning or the ability of others to learn.
6. Provide information to families and assist them in accessing long-term or intensive counseling services, as needed.
7. Provide direct and indirect school social work services as a related service in support of special education.
8. Work collaboratively with special education staff in designing and implementing social skills, anger management, stress reduction or other similar instruction as is appropriate to address students' special education needs.
9. Assist school staff in developing and implementing interventions to allow students with disabilities to be successful within the mainstream.

10. Provide information and assistance to families to help them understand their child's educational disability and equip them with the tools necessary to support their child's educational and/or behavioral progress.
11. Provide information to parents regarding the referral and assessment process, special education services available within the district, and their rights relative to special education.
12. Conduct social/developmental assessments of students referred for special education and assist in determining eligibility for special education.
13. Provide short-term individual or group counseling to assist students during transitions and other high-stress situations.
14. Act as a liaison between the home, school and community providers to access, mobilize and coordinate services.
15. Communicate with staff, administration and parents concerning students' social, emotional and behavioral progress.
16. Provide information to students and parents about services available within the community. Make referrals to community providers, as appropriate.
17. Provide crisis intervention services as needed.
18. Conduct risk assessments.
19. Coordinate home, school and community resources in addressing the crisis situation.
20. Coordinate follow-up services as needed.
21. Maintain appropriate licenses and training hours as required.
22. Comply with applicable district, state, local and federal laws, rules and regulations.
23. Attend work regularly.
24. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction School Social Worker license (7050), or eligibility to obtain appropriate license upon hire required.
2. Experience with differentiating instruction preferred.
3. Experience working with diverse learners and supporting culturally responsive practices preferred.
4. Experience working with students from a variety of cultural, racial, socioeconomic and linguistic backgrounds as well as students from a variety of family structures preferred.

Knowledge, Skills, and Abilities

1. Working knowledge of the principles, practices and ethical standards of School Social Work.
2. Working knowledge of relevant state and federal laws, rules and regulations, as well as applicable district policies.
3. Current knowledge of the community resources and support systems available to assist students and their families.
4. Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.
5. Ability to consult with school personnel in developing and implementing effective social and behavioral interventions for students.
6. Ability to travel between and among school sites throughout the district and to students' homes, as necessary.
7. Ability to be flexible and prioritize activities.
8. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
9. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
10. Excellent verbal and written communication skills.

WORKING CONDITIONS:

Work Environment

1. Classroom/school environment.

Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 8, 2017