Shelbyville CUSD #4
JOB DESCRIPTION

Position Title: School Social Worker
Department: Certified Staff
Location: By Assignment
Reports to: Building Principal or Superintendent
FLSA Class: Exempt
Effective Date: July 1, 2024

SUMMARY

To provide a systems approach for resolution of a student's school problems by working with families, school, community agencies, and students. The social worker offers the medium to a school to combine all resources to resolve a student's personal, school, or family problems in order that the student may function appropriately in school.

DUTIES

1. Prepares a social or developmental history on students as required.
2. Provides appropriate developmental, social and behavioral assessments as derived from one or more of the following: histories, parent and child interviews, observation, teacher interviews, and self-concept tests as required.
3. Provides direct and consultative services to parents (individually or as part of a group) concerning poor school attendance, lack of motivation in school, lack of consistency in goals between school and home, lack of adequate parenting skills, which affect school performance, and other problems at home which prevent a student from functioning adequately at school.
4. Provides services (individually or as part of a group) to students, when determined necessary by teacher referral and/or subsequent assessment of the social worker, or when a staffing team so designates, or when requested to intervene by building principal based on school problems.
5. Provides family counseling when appropriate.
6. When providing services to students, parents or families, write specific goals and objectives for the intervention, keep appropriate notes and write a treatment summary upon termination of clients.
7. Mobilizes and consults with school and community resources to enable the child to receive appropriate benefits from his or her education.
8. Participates in staffing and various other school meetings when appropriate.
9. Provides consultation services to general personnel and special education personnel in a systematic way, so as to efficiently and routinely provide feedback concerning students.
10. Participates in the school district's screening programs to obtain background information on the student.
11. Performs additional duties as assigned by administrators and the Board of Education.
12. Collaborates with other personnel in conducting comprehensive case study evaluation to determine eligibility for special education based upon the use of multiple, developmentally appropriate assessment procedures or techniques.
13. Attends and participates in IEP conferences, including final staffing prior to the termination of special education services. At these meetings, helps plan or modify special education programs, goals, and objectives, and develops transition plans for students leaving special education.
14. May be required to perform other tasks as assigned by the Building Principal and/or Superintendent.

QUALIFICATIONS

1. Holds a Professional Educator License with a School Support Personnel endorsement in School Social Work from the State of Illinois or the equivalent license, additional training desirable, but not required.

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2. Proficiency in counseling and in other functions that may be needed as supplements to examinations.
3. Ability to guard, maintain, and preserve confidential information.
4. Strong organizational skills, detail-oriented with the ability to prioritize multiple tasks.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators and the general public.
7. Ability to enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

Working hours will be 7:45 a.m. to 3:15 p.m. The schedule is subject to change with district demands in compliance with the collective bargaining agreement if applicable.

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