

School Social Worker
Job Description

TITLE: School Social Worker

QUALIFICATIONS: Type 73 Illinois Certificate as a School Social Worker

REPORTS TO: Director of Special Education, Assistant Director and/or Coordinators.

FUNCTION: To provide school social work services to and on behalf of students three to twenty-one so that social/emotional and adaptive development can be enhanced.

RESPONSIBILITIES:

A. Services to Students and Parents

1. Performs casework and group work services with students to correct these personal, social or emotional maladjustments related to their educational and social progress.
2. Performs casework service with parents as an internal part of the task of helping students to increase the parents' understanding of their constructive participation in resolving their child's problems and their knowledge and use of appropriate available resources.
3. Conducts in-service training for parents and students.

B. Work with School Personnel

1. Consults and 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.
2. Participates in the case study evaluation process by obtaining and/or reviewing information relative to social history, adaptive behavior and cultural background.
3. Consults and collaborates with appropriate school personnel regarding the referral of students for prevention and intervention strategies as well as for the referral of students to school district, special education cooperative and various out-of-school agencies as necessary.
4. Participates in countywide preschool screenings.
5. Conducts in-service training for teachers and administrators.

6. Facilitates the accurate maintenance of school records for use by school staff members, outside agencies and parents as required by law, district and Kendall County Special Education Cooperative policy.

C. Competency in Methods and Practice

1. Communicates effectively, verbally and in writing with members of the IEP team, building administration and staff, and Cooperative administrative staff.

2. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.

3. Maintains a clear sense of overall goals, objectives and tasks of a school social worker and successfully interprets these to school personnel to maintain primary professional activities and competencies.

4. Prepares timely written social histories, including child interviews, observations, intelligence and achievement materials, which systematically appraise the pupil's ability to learn.

5. Participates in team meetings and IEP conferences including pre-referral interventions, placements, IEP's and annual reviews.

6. Provides the school with essential information about pupil's intelligence and achievement so school personnel can better accommodate individual student needs.

7. Teaches content and skills to assigned students utilizing best practices, curriculums and courses of study.

8. Strives to improve professional expertise in area of specialization.

9. Helps identify and assess social and emotional difficulties of children that interfere with their attendance, adjustment and achievement in school.

10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.

11. Observes and follows all Kendall County Special Education Cooperative policies and procedures.

12. Exhibits professionalism and commitment through punctuality and attendance.

13. Participates and performs in other duties as assigned by Kendall County Special Education Cooperative administration.

D. School/Community Relations

1. Functions as a liaison with school, community, family and student when indicated, to link school and community services.
2. Establishes and maintains open, positive lines of communication with students and their parents concerning both academics and behavior.
3. Assists the administration in upholding and enforcing school rules and policies.

EVALUATION: Formal and informal observation, field evaluations and conferences shall occur as needed or desired by the professional staff member or administrator and shall be an on-going process.