

Indicators of Performance
School Social Worker

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.
 - 1.01 Provides casework and group work services to help students resolve problems that interfere with their capacity to benefit from the educational program of the school.
 - 1.02 Sets objectives, monitors progress and measures outcomes of service.
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.
 - 2.01 Provides casework services to parents for the purpose of increasing parents' understanding and participation in resolving their child's problems and use of appropriate resources.
 - 2.02 Refers pupil and/or parents to appropriate community resources for social and mental health services.
 - 2.03 Reduces the tension of pupils and parents in crisis by assessing the situation, providing understanding and support and offering alternatives or action.
3. Conducts inservice training for parents and students.
 - 3.01 Assesses plans and prepares ways to meet parent and student needs.
 - 3.02 Teaches content and skills to parents and students utilizing approved methods, materials and approved courses of study.

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.
 - 1.01 Consults with school personnel in gathering and sharing information on a case, and in planning for respective roles in the modification of the student's behavior and program.
 - 1.02 Consults with school personnel to promote positive relationships among students and families.
2. Participates in the case study evaluation process by obtaining and/or reviewing information relative to social history, adaptive behavior and cultural background.

- 2.01 Reviews available records and information.
 - 2.02 Obtains social history, adaptive behavior and cultural background information pertinent to the case study evaluation.
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.
- 3.01 Participates in the development of prevention and intervention strategies.
 - 3.02 Participates in staffings related to pupil's social development and educational and social progress.
 - 3.03 Consults with school personnel about home, neighborhood and community conditions affecting pupil welfare.
 - 3.04 Aids school personnel to identify and overcome school based barriers to pupil attendance.
 - 3.05 Aids in developing standard procedures to handle student based problems.
4. Participates in county-wide preschool screenings.
- 4.01 Participates in early childhood and other screenings.
5. Conducts inservice training for teachers and administrators.
- 5.01 Assesses plans and prepares ways to meet teacher and administrator needs.
 - 5.02 Teaches content and skills to teachers and administrators utilizing approved methods, materials and procedures.
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.
- 6.01 Observes and follows all Kendall County Special Education Cooperative policies and procedures.
 - 6.02 Assists the administration in upholding and enforcing the school Student Records Act and other related documents.
 - 6.03 Maintains ethical standards of confidentiality.

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.
- 1.01 Communicates information relating to assigned responsibilities in a clear manner using proper written oral communication.

2. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.
 - 2.01 Establishes a daily, weekly and monthly schedule reflecting consideration for priorities.
 - 2.02 Maintains regular contacts with students, parents, teachers and administration.
 - 2.03 Exhibits reasonable flexibility as needed in scheduling.
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.
 - 3.01 Establishes priorities with school personnel and interpret goals, objectives and tasks to meet priorities.
 - 3.02 Provides inservices on the role and tasks of a school social worker.
4. Prepares timely written social histories, including child interviews, observations, intelligence and achievement materials, which systematically appraise the pupil's ability to learn.
 - 4.01 Obtains data to prepare school social history assessment utilizing standard diagnostic assessments.
 - 4.02 Interprets data to provide recommendations regarding pupil's ability to learn.
 - 4.03 Completes written reports in a timely fashion
5. Participates in team meetings and IEP conferences including pre-referral interventions, placements, IEP's and annual reviews.
 - 5.01 Schedules participation in team meetings, IEP conferences including placement, IEP's and annual reviews.
 - 5.02 Participates by contributing information, ideas, pre-referral interventions and assessment data meaningful to the student.
6. Provides the school with essential information about pupil's intelligence and achievement so school personnel can better accommodate individual student needs.
 - 6.01 Provides information to school personnel that facilitates meeting individual student needs.
 - 6.02 Facilitates meaningful interventions for students implemented by school personnel.
7. Teaches content and skills to assigned students utilizing best practices, curriculums and courses of study.
 - 7.01 Daily social work plans reflect current methods and practices.
 - 7.02 Information is presented accurately, clearly and in sequence.
 - 7.03 Alternative social work techniques and methods are utilized as appropriate.

8. Strives to improve professional expertise in area of specialization.
 - 8.01 Daily social work plans reflect current methods and practices.
 - 8.02 Presentations of information reflects updated, current concepts and materials.
 - 8.03 Participants in professional activities germane to the social work area.

9. Helps identify and assess social and emotional difficulties of children which interfere with their attendance, adjustment and achievement in school.
 - 9.01 Brings referrals to team in a timely fashion.
 - 9.02 Consults with appropriate resource personnel to improve/enhance a student's program.
 - 9.03 Participates as appropriate at pre-conference and informal meetings relevant to a student's program.

10. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities while meeting accepted standards of professional behavior.
 - 10.01 Starts students on tasks quickly and assures efficient transition between activities.
 - 10.02 Efficiently and effectively organizes materials and equipment.
 - 10.03 Students spend minimal time in non-learning activities.

11. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
 - 11.01 Communicates positive commitment to the mission of the organization.
 - 11.02 Is accurate and punctual with reports, records and communications.
 - 11.03 Performs other duties as assigned by Kendall County Special Education Cooperative administration.

12. Exhibits professionalism and commitment through punctuality and attendance.
 - 12.01 Arrives at work on time and prepared.
 - 12.02 Absences do not disrupt program and building continuity, team plans or the educational process.
 - 12.03 Is punctual and consistent in meeting assigned classes, students, building meetings and committee assignments.

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.

1.01 Collaborates with community agencies in the development, intervention and support services.

1.02 Communicates information that link school, parent and community services.

1.03 Coordinates the referral of students to MACY, DCFS, and various out-of-school agencies and consults with community resource people.

2. Establishes and maintains open, positive lines of communication with students and their parents concerning both academics and behavior.

2.01 Provides opportunities for students to express needs, feelings and concerns.

2.02 Promotes students sense of self-worth through positive comments.

2.03 Incorrect/inappropriate responses do not result in humiliation.

3. Assists the administration in upholding and enforcing school rules and policies.

3.01 Is a positive force when interpreting school programs or policies to students, staff and parents.

3.02 Makes constructive suggestions for school/program improvement to appropriate personnel and participates in change activities.

3.03 Abstains from making slurs based on ethnic background, race, or sex.

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.