



**JOB DESCRIPTION**

<b>Job Title</b>	School Social Worker
<b>Department</b>	Student Services
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Certified
<b>Location</b>	District-wide
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

The School Social Worker is a school based mental health professional working in collaboration with other District professionals to support the implementation and efficacy of the Equitable Multi-Level System of Supports framework (EMLSS). This position is responsible for creating and maintaining connections between home, school, and community to increase students’ social/emotional/behavioral functioning to improve academic achievement. The School Social Worker is knowledgeable about community resources and supports for families and helps them connect to the needed resources. They provide guidance and support for students needing services beyond the universal program including attendance and behavior concerns.

**Essential Job Functions**

- Provides consultation and collaborative services to building staff and administration on the day-to-day functioning and welfare of students.
- Provides individual case management services and evaluations based on adaptive behaviors, socio-cultural adjustment, and social history as appropriate, in coordination with the school psychologist at assigned buildings.
- Assists in the smooth transition of special education students as they pass from special education to regular education and vice versa, including changes to more or less restrictive environments.
- Works on the Student Services Team to remove barriers, systemic and community to support the accessibility of EMLSS.
- Help meet student needs by coordinating a variety of school and community services.
- Collaborate with other professionals on classroom management with specific regard to aspects of the curriculum concerned with social and emotional development, behavior, family cooperation, and adaptive behaviors as they relate to cultural background experiences.
- Work with principals and building secretary to identify children with attendance concerns and work with families/caregivers, children, and school staff to prevent truancy and improve student engagement.

- Provide consultation and assistance to staff and families as needed in matters related to child welfare.
- Attend and participate in assigned school student problem solving teams, Individualized Education Plan (IEP) teams, and attend family/teacher conferences when necessary and appropriate.
- Provide crisis follow-up and coordination services to families and children after traumatic family incidents.
- Cultivate a culture of connection between child, home, communities, and schools.
- Engages in primary prevention efforts with other school personnel to support students' social, emotional, physical, and mental health needs.
- Research, develop, and evaluate school social work interventions relating to students with special needs.
- Collaborates with teachers and families to advocate for the unique academic/social emotional needs of students and creates plans to address and accommodate those needs using EMLSS.
- Supports school district action steps through the use of relevant data, i.e. Equitable Multi-Level System of Supports (EMLSS), positive behavior intervention and support (PBIS) including the facilitation of small groups/SAIG, Social Emotional Learning (SEL), Culturally Responsive Practices post-secondary readiness, Trauma Informed Care, etc.

#### **Ancillary Job Functions**

- Participates on building PBIS Tier II and/or Tier III Teams
- Member of Crisis Response and Bereavement Team
- Participates on Student Success Teams
- Supervises School Social Work Interns
- Ability to travel to multiple District buildings in compliance with the District driving policy
- Performs other related duties as assigned

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's Degree in Social Work
- Eligible for Department of Public Instruction School Social Worker license
- Licensed as a social worker by the Wisconsin Department of Safety and Professional Services
- Participation in continuing ethics and boundary training as required every two years by the Wisconsin Department of Safety and Professional Services.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three years' experience in a recognized social service agency working with children and families.
- Training in school related and/or social work settings.
- Knowledge of trauma and Adverse Childhood Experiences (ACEs) and the impact on child development.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of public educational goals
- Desire to take initiative and independently motivated
- Knowledge of and ability to apply state and federal regulations as they pertain to general and special education services
- Knowledge of and familiarity with the Wisconsin Pupil Services Standards as articulated through the Wisconsin Department of Public Instruction (DPI)
- Knowledge of and familiarity with the Wisconsin Teaching Standards as articulated through the Wisconsin DPI
- Knowledge of social work skills at all three levels of intervention, including systemic intervention, group work, and case work
- Knowledge of community resources and ability to help families access these resources
- Ability to lead effectively and cooperate with other school personnel in meeting overall District, school, and social work goals
- Knowledge of social, mental health, and child welfare issues that impact families and children's education
- Knowledge and personal awareness of the role that race, economic and social injustice, and culture play in presenting barriers to education as well as how to overcome these barriers
- Ability to conduct social/emotional education evaluations and present social work findings to IEP teams and PBIS Teams as needed.
- Ability to utilize data as foundation to evidence-based interventions within the EMLSS Framework.
- Ability to travel to multiple District buildings in compliance with the District driving policy.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.
- Community visits as needed.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment
- Frequently required to talk, hear, stand/walk, and drive
- Must be able to observe student behavior, make eye contact, and read body language and facial expressions