

Monroe-Gregg School District

Role Description



Job Title: Social Worker

Location: Monrovia Elementary School

Job Group: Classified- Exempt (210 Days)

Reports to: Principal

The social worker is responsible for providing social work services to students experiencing social, emotional, and/or behavioral problems that interfere with their performance in school. The position creates nurturing relationships with students that enhance academic and personal achievement. The social worker provides services that strengthen home, school, and community partnerships in an effort to alleviate barriers to learning and student success.

Essential Responsibilities:

- Provides social work services to students who are at-risk for school failure and/or are demonstrating social/emotional/behavioral problems within the school setting.
- Provides social work services as a related service in support of special education.
- Provides individual and group counseling to assist students during transitions and high stress situations.
- Facilitates staff and student learning on the impact of relevant social work topics, including but not limited to, child abuse and reporting mandates, child development, suicide, safety, alcohol and drug abuse, relationships, communication, and other mental health topics.
- Provides early intervention and assists in discussions regarding student challenges within school and home.
- Facilitates age appropriate social and emotional classroom lessons.
- Acts as a liaison between home, school, and community providers to access, mobilize, and coordinate services.
- Provides crisis intervention services and risk assessments as needed for students and families.
- Communicates with staff, administration, and parents/guardians concerning students' social, emotional, and behavioral progress. Adapts methods as needed.
- Seeks solutions to barriers that inhibit effective familial and community involvement in the education of students.
- Maintains an accurate record of student, parent/guardian, and other contacts to include interactions, referrals, interviews, abuse/neglect reporting, and risk assessments.
- Oversees the implementation of the child safety program at the elementary.
- Attends training sessions, conferences, staff meetings, and district meetings to stay abreast of changing developments, trends, and interventions related to social work.
- Solicits feedback to build, maintain, and improve student, family, school, and community partnerships.
- Advocates for positive change in policies and practices affecting student learning.
- Supports student supervision by participating in non-social work duties, including but not limited to, morning/afternoon supervision, lunch/recess duty, field trips, and behavioral interventions.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the principal and/or superintendent.

Essential Qualifications:

- Master's degree in social work (MSW) with appropriate licensure.
- Strong knowledge of the ethical standards and relevant state/federal regulations related to school social work.
- Experience using crisis intervention strategies and methodology.
- Previous experience counseling in a K-12 school setting.
- Must demonstrate ethical principles including honesty, integrity, confidentiality, and respect for others.
- Current knowledge of community resources and support systems available to assist students and their families.
- Ability to deal effectively with students, parents/guardians, and professionals regarding student concerns.
- Ability to communicate effectively with all stakeholders in written and oral form.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking and standing are required regularly.
- Many situations require hand motion, e.g., computer keyboard, typing, writing.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee occasionally lifts, carries, pushes, and pulls up to 40 pounds.

Environmental Conditions:

Works in a school building around others. Home visits may be necessary on occasion. The noise level can be moderate to low. The job is performed under conditions with exposure to risk of injury and/or illness including communicable diseases in a clean atmosphere. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature	Date
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Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.