

## Job Description

<b>Position Title</b>	<b>School Social Worker</b>		
<b>Building</b>	Varies	<b>Department</b>	Special Education
<b>Hours</b>	Salaried	<b>Supervisor</b>	Superintendent of Schools/Building Principal
<b>Band and Grade</b>	C-43	<b>Tools and Equipment</b>	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier.

<b>Primary Function</b>	The School Social Worker works with children that have emotional, social, personal or family issues that are interfering with achievement or personal well-being.
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<b>Essential Duties</b>	
<b>1</b>	Works with children that have emotional, social personal or family issues that are interfering with achievement or personal well-being.
<b>2</b>	Works with school personnel and other agencies as an advocate of child/family and promotes better understanding of the child's educational and personal needs.
<b>3</b>	Collaborates with children, parents, teachers, County Case Managers and other professionals to provide consistent intervention for children and works as a school liaison between the school and outside agencies on behalf of the school and/or child/family.
<b>4</b>	Contacts the family for the purpose of gathering helpful information about the family and to provide support.
<b>5</b>	Participates in conferences and staffings with parents, teachers, administrators, area professionals and children.
<b>6</b>	Maintains appropriate documentation of child/family involvement.
<b>7</b>	Adheres to all due process procedures and compliance requirements.
<b>8</b>	Provides good public relations and customer service with member districts, staff, parents and the general public.
<b>9</b>	Follows all policies and regulations.
<b>10</b>	Regular and prompt attendance is essential.
<b>11</b>	Performs other duties as assigned.

<b>Minimum Qualifications</b>	Bachelor's Degree. Minnesota Licensure as School Social Worker from Department of Education. Minnesota Board of Social Work licensure, and valid Driver's license.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of the principles and practices of a School Social Worker.</li> <li>• Knowledge of crisis intervention.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in ability to counsel individuals and groups.</li> <li>• Skill in demonstrating confidentiality.</li> <li>• Skill in establishing and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies.</li> <li>• Skill in handling a variety of assignments or problems independently.</li> <li>• Skill in applying a variety of procedures and policies.</li> <li>• Skill in collecting, reading, summarize, compare, and apply data.</li> <li>• Skill in communicating effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies.</li> <li>• Skill in presenting to small groups and large groups.</li> <li>• Skill in writing clearly and concisely.</li> <li>• Skill in the use of modern office equipment, technology, and related software.</li> </ul>
<b>Physical Activities/ Requirements</b>	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>