



TEACHER

STUDENT SUPPORT (SOCIAL WORKER)

JOB DESCRIPTION

JOB TITLE: Student Support Social Worker
REPORTS TO: School Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR B**
JOB ID & DATE: TCH-34 | May, 2025

JOB PURPOSE SUMMARY

The School Social Worker provides essential support to students and their families within the public school setting. The Social Worker promotes the overall well-being, emotional health, and academic success of students. This position involves a broad range of responsibilities, including counseling, crisis intervention, and advocacy, all aimed at creating a positive and supportive school environment.

REQUIREMENTS

Education Level Details

A master's degree in social work with state licensure as a School Social Worker

License / Certification Required

Colorado Special Services Provider license with a School Social Worker endorsement

Work Experience Required

Experience in providing counseling and support to students in a school or public education setting.

Other Skills and Abilities Required

Strong communication and interpersonal skills for collaboration with students, parents, teachers, and school staff.

Empathy, patience, and a strong commitment to promoting the well-being and academic success of students.

Knowledge of federal and state laws and regulations related to special education and student support services.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel with input from district administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary

- Conduct individual and group counseling sessions to address a wide range of emotional and social concerns among students.
- Assist students in developing essential life skills, problem-solving abilities, and strategies to cope with personal challenges.
- Collaborate with parents, teachers, and school staff to identify and address the unique needs of students, both inside and outside the classroom, ensuring a holistic approach to their development.

- Provide immediate crisis intervention when students experience emotional or social crises, ensuring their safety and emotional well-being.
- Develop and implement crisis intervention plans, working closely with school staff to respond effectively to students' urgent needs.
- Advocate for students and their families, ensuring they have access to essential resources and support services within the school and the broader community.
- Collaborate with teachers, special education teams, and other professionals to develop and implement strategies to support students' social and emotional development, and promote their full participation in school life.
- Identify and connect students and families with community resources, including mental health services, counseling centers, social service agencies, and other vital support systems.
- Maintain an up-to-date knowledge of available resources and services and make appropriate referrals as needed, ensuring students and families receive comprehensive care.
- Maintain meticulous and accurate records of counseling sessions, interventions, and progress, in strict adherence to school and state regulations.
- Attend Individualized Education Plan (IEP) meetings and provide valuable input for student plans.
- Prepare comprehensive reports, conduct social emotional assessments, and documentation required for Individualized Education Plans (IEPs), school records, and effective communication with parents and guardians.
- Stay current with the latest best practices and innovations in school social work and student services.
- Actively participate in relevant training, workshops, and conferences, continually enhancing expertise to better serve students and their families.
- Maintain state licensure and certification, staying informed about the evolving landscape of student services.

Student Growth and Development

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

Classroom Management and Organization

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communications

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

Policy, Reports and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

Budget Responsibility

- Compile and maintain records of instructional materials and supplies.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

TRANSPARENCY IN PAY AND BENEFITS

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501** to **\$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services, Wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____