



Position: Social Worker
Department: Associate Director of Student Support Services
Reports to: Lower School Head
Supervises: None
Status: 10-month exempt contract, renewable annually

The statements in this job description are intended to represent the key duties, essential nature, and level of work being performed. They are not intended to reflect all responsibilities or qualifications of the job.

Position Summary

The school social worker promotes students' success by providing preventative services, student assistance, a comprehensive school counseling program, social and emotional support, and serves as a liaison with outside student counselors working with ACS students. The school social worker consults with faculty, administration, staff, and parents to enhance their effectiveness in helping students. This position is to primarily work with lower school students, pre-k through 4th grade.

Responsibilities

- Develops and regularly updates social emotional curriculum to support the social and emotional learning (SEL) needs of ACS students
- Provides direct intervention and support to students individually, in groups, or in the classroom.
- Develops policies and procedures, in conjunction with the administration, to help students and families cope and remedy difficult situations (coping with divorce, death, bullying, social skills, etc.).
- Assesses the need for higher level clinical support outside of school for students experiencing mental health crises.
- Provides referrals to parents for concerns that require intervention or evaluation by an outside provider.
- Serves as liaison between outside providers and school for coordination of care in supporting students at school.
- Provides regular feedback to faculty and administration on how to best address student needs for counseling services.
- Collaborates with parents and guardians to assist ACS students with life planning and educational goals.
- Consults with and trains faculty, staff, administrators, and parents regarding children's counseling needs.
- Assesses social emotional learning needs and assists in implementing programs that support the development of social emotional competence and resilience.
- Documents students' progress and development and maintains confidential student records related to counseling cases.
- Participates in school meetings designated to address student concerns.
- Coordinates the development and communication of special student accommodations and 504-type plans as needed.
- Engages/leads group level problem solving meetings with teachers
- Collaborates with the student services team to create and revise our systems of support for our students
- Utilizes and reviews current academic and social/emotional data (testing data, classroom performance data, etc.) on student to problem-solve next steps
- Utilizes professional growth opportunities to maintain and develop skills.
- Supports school wide wellness programming and initiatives.
- Attends divisional and school wide meetings, as directed by supervisor.

- Builds out social/emotional programming that supports student performance from a micro, mezzo, and macro lens.
- Completes any additional tasks assigned by the lower school head and middle school head.
- Seeks professional development that supports anti-racist work and perspectives.
- Supports and affirms the LGBTQIA+ community.
- Is dedicated to the continuous growth and development of perspectives and knowledge as it pertains to diversity, inclusion, equity, and accessibility.

Qualifications

- Master's degree, clinical license, and/or Valid Type 73/PEL State of Illinois School Service Personnel Certificate with an Endorsement School Psychology
- Minimum of five years' experience in counseling elementary aged children
- Experience with bright and gifted students
- Approachable and collaborative, possess effective communication and problem-solving skills
- Excellent writing and communication skills
- Willingness to embed themselves in our school community by attending gatherings, participating in wellness stations, and looking for opportunities to connect with students outside of the social work office
- Excellent listening skills – able to listen to students and parents, understand and quickly respond effectively to their requests
- “Can do” attitude and ability to work as part of a team
- Willingness to develop differentiated learning experiences
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly changing work environment
- Ability to build positive relationships with all important constituencies
- Ability to work collaboratively and across teams, departments, and divisions
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

About The Avery Coonley School

Located in the western suburbs of Chicago and serving 337 children from 40 communities in grades PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration. On the historic 13-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.

COMPENSATION: Starting at \$70K depending on experience and credentials.

BENEFITS: Full-time employees who work at least 30 hours per week are eligible for benefits the first day of the month following their date of hire.

GROUP HEALTH INSURANCE: Full-time employees (who work at least 30 hours per week) and their dependents are eligible to enroll in health benefits provided by Blue Cross Blue Shield of IL. There are 6 medical plan options including a Health Savings Account (HSA) compatible plan. In addition, a Dental PPO plan is available as well as a Vision plan utilizing the EyeMed network. Additional offerings include option to setting up a Flexible Spending Account and an employee discount program through Blue

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EMPLOYER PROVIDED LIFE/AD&D INSURANCE: Avery Coonley provides Term Life Insurance coverage equal to the full-time employee's annual salary (\$150,000 max). The school will contribute 100% of the cost of the Life Insurance Policy.

EMPLOYER SPONSORED DISABILITY BENEFIT: Short (STD) and Long-Term Disability (LTD) insurance is an employer-provided benefit and provides protection from loss of income in the event that a full-time employee is unable to work due to illness, injury, or accident for a long period of time. This benefit is paid entirely by Avery Coonley School and has no cost to the employee.

EMPLOYEE ASSISTANCE PROGRAM: Full-time Employees may utilize the Employee Assistance Program through ALL One Health to assist themselves and their immediate family with convenient resources to help address emotional, legal and financial issues. EAP provides support, counseling as well as work-life resources.

403(b) PLAN: Avery Coonley School provides a retirement program through TIAA. Eligible employees may participate in the program on a voluntary basis during their first year of employment. ACS will match the full-time employee's contribution and the match percentage is based on the employee's years of service.

PAID TIME OFF POLICY: Avery Coonley School provides a competitive paid time off policy for all of their regular employees. All 10- month full time employees receive 13 days of sick leave and 5 personal days. All 12- month full- time employees receive 13 days of sick leave, 7 personal days, and vacation leave that begins at two weeks annually and increases based on years of service to the School. Part-time regular employees will accrue one (1) hour of paid leave for each forty (40) hours actually worked. Part-time regular employees can begin to use accrued paid leave ninety (90) days after hire date. In addition, the School may grant paid time off for professional development activities.

PARENTAL LEAVE: Avery Coonley School will provide six-week maternity/paternity adoption leave at full salary. The six weeks of leave must be taken immediately after the birth/adoption of the child(ren).