



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	School Social Worker
Department / Location:	Student Services / School Building
Reports to:	Building Principal and Director of Student Services
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	September 30, 2025
Board Approved:	November 11, 2025

Position Summary

Under the direction of the Building Principal and the Director of Student Services, the School Social Worker provides direct and indirect social work services to students experiencing social, emotional and/or behavioral problems that interfere with their performance in school, and facilitates communication among school, home and community providers.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide school social work services to students who are at risk for school failure and/or are demonstrating social/emotional/behavioral problems within the school setting.
2. Collaborate with educators and families within a Multi-Level Systems of Support (MLSS) framework to develop and implement comprehensive, proactive behavior support plans aimed at skill-building and promoting positive student behavior.
3. Assist students in improving their academic, personal and social functioning.
4. Provide short-term individual and group counseling to students who are experiencing social/emotional/behavioral problems that interfere with their learning or the ability of others to learn.
5. Provide direct and indirect school social work services as a related service in support of special education.
6. Work collaboratively with staff in designing and implementing academic and social

emotional interventions as is appropriate to support student's rightful presence in the general education setting.

7. Provide information and assistance to families and equip them with the tools necessary to support their child's educational and/or behavioral progress.
8. Conduct social, behavioral and developmental assessments of students referred for special education and assist in determining eligibility for special education.
9. Act as a liaison between the home, school and community providers to access, mobilize and coordinate services.
10. Communicate with staff, administration and parents concerning students' social, emotional and behavioral progress.
11. Provide information to students and parents about services available within the community. Make referrals to community providers, as appropriate.
12. Collaborate with families and staff to address barriers to attendance and support school engagement.
13. Advocacy of school mental health system work, trauma sensitive schools and culturally responsive practices.
14. Serve as building point person for staff training and support for child abuse prevention, suspected child abuse and neglect reporting and support for families and students experiencing homelessness.
15. Coordinate home, school and community resources in addressing the crisis situations.
16. Complete billing accurately and in a timely manner, ensuring compliance with reimbursement policies.
17. Comply with applicable district, state, local and federal laws, rules and regulations.
18. Attend work regularly.
19. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of technology and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Working knowledge of the principles, practices and ethical standards of School Social Work.
2. Working knowledge of relevant state and federal laws, rules and regulations, as well as applicable district policies.
3. Current knowledge of the community resources and support systems available to assist students and their families.
4. Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.
5. Ability to consult with school personnel in developing and implementing effective social and behavioral interventions for students.
6. Ability to travel between and among school sites throughout the district and to students' homes, as necessary.
7. Ability to be flexible and prioritize activities.
8. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
9. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.

10. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Experience with differentiating instruction preferred.
2. Experience working with diverse learners and supporting culturally responsive practices preferred.
3. Experience working with students from a variety of cultural, racial, socioeconomic and linguistic backgrounds as well as students from a variety of family structures preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction School Social Worker license (7050), or eligibility to obtain appropriate license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.