

GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS

JOB DESCRIPTION

TITLE:

School Social Worker

CLASSIFICATION:

Administrator:
 GEEA
 ESP: _____ AFSCME _____ EXEMPT

DEPARTMENT:

Special Education Department

APPROVED BY: _____

DATE: _____

REPORTS TO:

Building principal

GENERAL RESPONSIBILITIES

The School Social Worker will provide individual, group, and family counseling; crisis intervention; case management; advocacy; consultation; in-service and parent education; prevention programs; conflict resolution services; and community organization and development.

SPECIFIC TASKS:

1. Utilizes a variety of intervention strategies that support and enhance students' educational and emotional development.
2. Designs services based upon knowledge of the educational setting as well as information about the students, families, and community.
3. Understands various formal and informal assessment and evaluation strategies and uses them to support the development of all students.
4. Uses a variety of non-discriminatory formal and informal tools and techniques including observation, interview and standardized instruments to evaluate performance of students in the school environment.
5. Uses consultative and collaborative relationships with colleagues, parents, and community to support students' learning and well-being.
6. Advocates and facilitates change that responds to the needs of the students, families, and school system.
7. Understands the broad range of backgrounds and experiences that shape students' approaches to learning and helps create opportunities adapted to diverse populations of learners.
8. Maintains standards of professional conduct and ethics.

KNOWLEDGE AND SKILLS

1. Understand the theories and skills needed to provide individual, group and family counseling; crisis intervention; case management; advocacy; consultation; in-service and parent education; prevention programs; conflict resolution services; and community organization and development.
2. Utilizes a variety of intervention strategies that support and enhance the student's educational and emotional development.
3. Designs services based upon knowledge of the educational setting as well as information about the students, families, and community.
4. Utilizes a variety of intervention strategies that support and enhance the student's educational and emotional development.
5. Designs services based upon knowledge of the educational setting, as well as information about the students, families, and community.
6. Understands various formal and informal assessment and evaluation strategies and uses them to support the development of all students.
7. Develops consultative and collaborative relationships with colleagues, parents, and the community to support student learning and well being.
8. Advocates and facilitates change that effectively responds to the needs of students, families, and school systems.
9. Encourages effective social interaction, active engagement in learning, and self-motivation to create a positive learning community.
10. Understands the broad range of backgrounds and experiences that shape students' approaches to learning and helps create opportunities adapted to diverse populations of learners.
11. Understands education and social work as professions, maintains standards of professional conduct and ethics, and provides leadership to improve student learning and well being.
12. Actively seeks opportunities to grow professionally.
13. Handle confidential information discretely and professionally.
14. Proficient computer skills including, but not limited to Microsoft Office and Outlook.
15. Ability for use discretion and exercise sound judgment.
16. Critical thinker and problem solver.
17. Effective oral and written communication skills and strong interpersonal skills.
18. Ability to exercise appropriate initiative and work independently.
19. Good organizational and time management skills.

EDUCATION AND CREDENTIALING

- Masters in Social Work
- Type 73

EVALUATION

- Building principal evaluates as evaluation schedule dictates.

WORK YEAR

- As dictated by the current GEEA Teachers' Agreement

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing			X	
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.		X		
Pushing/pulling carts, dollies, etc.	X			
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.				X
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.			X	
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature