



POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

July 2012

SECTION I: GENERAL INFORMATION

Position Title: School Social Worker	Department: Student Services
Immediate Supervisor's Position Title: Director of Student Services and Building Principal	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-2	Bargaining Unit: NEA
Job Summary: Under the direction of the Director of Student Services and Building Principal, the Licensed 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.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides 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.
Percent of Time:	30%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Assists teachers and parents in developing and implementing behavior management plans to remediate problem behaviors. • Assists students to improve their academic, personal and social functioning. • Provides social skills, anger management, stress reduction or other similar instruction to students who are experiencing social/emotional/behavioral problems that interfere with their learning or the ability of others to learn. • Provides 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. Provides information to families and assists them in accessing long-term or intensive counseling services, as needed. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Provides direct and indirect school social work services as a related service in support of special education.
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Provides direct and indirect School Social Work services as specified in students' IEPs
- Works collaboratively with special education staff in designing and implementing social skills, anger management, stress reduction or other similar instruction as is appropriate to addressing students' special education needs.
- Assists school staff in developing and implementing interventions to allow students with disabilities to be successful within the mainstream.
- Provides information and assistance to families to help them understand their child's educational disability and equip them with the tools necessary to support their child's educational and/or behavioral progress. Provides parent training and support as needed.
- Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
- Conducts social/developmental assessments of students referred for special education, assists in determining eligibility for special education.
- Provides short-term individual or group counseling to assist students during transitions and other high-stress situations.

Duty/Responsibility No:	3	Statement of duty/responsibility: Acts as a liaison between the home, school and community providers to access, mobilize and coordinate services.
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Communicates with staff, administration and parents concerning students' social, emotional and behavioral progress.
- Provides information to students and parents about services available within the community. Makes referrals to community providers, as appropriate.
- Consults and collaborates with social services, mental health and other community providers.
- Maintains an accurate record of student, parent and other contacts.

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides crisis intervention services as needed.
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Conducts risk assessments.
- Coordinates home, school and community resources in addressing the crisis situation.
- Coordinates follow-up services as needed.

Duty/Responsibility No:	5	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
Less than high school diploma			Minimum Bachelor's Degree. Prefer Master's Degree is Social Work (MSW)			
High school diploma or GED.			Major field of study or degree emphasis: Social Work			
1 year college		2 years college				
3 years college	x	4 years college				
1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Working knowledge of the principals, practices and ethical standards of School Social Work; the relevant state and federal laws, rules and regulations; and applicable district policies. • Current knowledge of the community resources and support systems available to assist students and their families. • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to communicate ideas clearly and concisely, both verbally and in writing. • Ability to consult with school personnel in developing and implementing effective social and behavioral interventions for students. • Ability to travel between and among school sites throughout the District and to students' homes, as necessary. • Ability to be flexible and prioritize activities. 			
2nd year graduate level						
Doctorate level						

Required Work Experience in Addition to Formal Education/Training:
None

Required Supervisory Experience:
None

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed as a School Social Worker by MN Board of Teaching
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Computer literacy.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift, carry, push & pull): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date