



**MILWAUKEE
PUBLIC SCHOOLS**

SCHOOL SOCIAL WORKER

BASIC FUNCTION:

Assist in modifying social, emotional and environmental factors affecting children's education in order to promote an equitable and successful school experience.

MAJOR DUTIES AND RESPONSIBILITIES:

Attendance

- Provide services for students with absenteeism/truancy issues
- Serve as the liaison between school, home and community to address any absenteeism concerns
- Submit referrals and attendance reports to community and law enforcement agencies concerning truancy (i.e., District Attorney, Children's Court, and the Milwaukee Police Department)

Child Abuse and Neglect

- Comply with state laws for reporting suspected child abuse and neglect.
- Maintain records pertaining to child abuse and neglect cases within each school
- Provide yearly in-service training to school personnel and on an as-needed basis thereafter
- Serve as a liaison between Milwaukee Public Schools and the Division of Milwaukee Child Protective Services

Collaboration

- Consult and problem-solve with school personnel, families, students and community agencies regarding needs, barriers to accessing education, and school adjustment issues of students

Compliance

- Maintain necessary licensure as required by state law and district policy.
- Adhere to the policies and standards of the Department of Public Instruction and the Milwaukee Public Schools Board of Directors
- Keep abreast of all federal, state and local mandates in order to maintain professional standards and competencies necessary for social work practice in the school settings
- Abide by the NASW Code of Ethics

Crisis Prevention and Intervention

- Support students who have experienced trauma
- Collaborate with other school support staff and community agencies to provide services for students and families in crisis

Direct services to children and parents

- Use a strengths-based approach to provide social work services to children and parents in finding solutions to problems that interfere with learning, attendance and school adjustment
- Use Positive Behavioral Interventions and Supports (PBIS) as the multi-tiered system of support for students at Tiers 1, 2 and 3
- Provide educational counseling and a variety of individual or group social/academic interventions and supports as appropriate

Liaison services between home, school and community

- Visit parents/guardians in home to share information related to educational goals
- Maintain communication with legal, medical and social service agencies regarding school related issues.
- Advocate for families in need of community resources

McKinney-Vento School-Based Homeless Contact

- Coordinate identification, enrollment in the Homeless Education Program (HEP), and support for students experiencing homelessness
- Attend and conduct training for school staff on McKinney-Vento

Reports and Records

- Prepare electronic/written feedback to the school in response to referrals.
- Maintain student case records related to social work services.
- Prepare statistical data and reports as required by MPS School Board policy, the Wisconsin Department of Public Instruction, the Departments of Specialized Services, School Social Work Department, and Student Services

Research/Grants

- Perform research responsibilities that are consistent with the requirements of certain positions under the direction of the Manager, School Social Work and Transition Services

Special Education Evaluation, Diagnosis and Programming

- Provide social work diagnostic services as a member of a special education evaluation team.
- Complete assessments for suspected special education needs, including a development history, diagnosis, and participation in creating the Individual Educational Plan (IEP) for students identified as meeting criteria for a disability
- Implement recommendations for social work services as part of the (IEP)

Suicide Prevention and Risk Assessment

- Provide training for school staff on suicide prevention
- Conduct risk assessments
- Provide follow-up supports, referrals to community resources, and services to students and families

Supervision

- Supervise and evaluate graduate social work students in field work placements as appropriate
- Supervise social work aide(s), in addition to providing input for their evaluations as appropriate

Perform other related duties as assigned

QUALIFICATIONS:

- A Master's degree (MSW) from an accredited institution
- A valid School Social Work DPI license
- This position is covered under the Wisconsin Retirement System.

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Department of Human Resources. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.



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- Advocate for families in need of community resources

McKinney-Vento Homeless Coordinator

- Serve in the role as the Homeless Education Program (HEP) coordinator by enrolling and supporting homeless students.
- Attend and conduct training on McKinney-Vento.

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