



Unified School District of Marshfield

Position Description

District School Social Worker

Department: Student Services

Reports to: Director of Student Services, Principals

Classification: Professional

Essential Duties and Responsibilities

The School Social Worker will serve as a district resource and liaison between school, home, and community to ensure the positive success of students in academics, safety, attendance, and social-emotional-behavioral functioning. They will work to decrease barriers to learning and to provide a bridge between systems.

- Liaison in buildings between school, home, agencies and community support for students including but not limited to adjudicated, homeless, homebound, foster care, EL students, students placed out of district due to mental health needs, and Alternative School students.
- Coordination of family engagement opportunities related to family/student support.
- Serve as a resource for school staff for students at-risk of graduating due to truancy, AODA, and mental health issues, homelessness or adjudication.
- Lead in mental health service coordination for students in the district between school and community providers including private, clinic, social services, and other county or state providers.
- Consultation to teachers, administrators, and other school staff in related service areas that are provided by community agencies/resources.
- Coordinate district information and assist students and families (PK-12) in receiving community resource information and assist in making contacts.
- Assist with the evaluation of the district mental health and AODA programs.
- Understand and support Personalized Learning ideology in classroom practices.
- Be aware of and understand Cultural Competence and Non-Discrimination practices.
- All other duties as assigned by the Supervisor and/or Superintendent.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, license and/or experience:

- Master's degree in School Social Work.
- Certification through the Wisconsin Department of Public Instruction as a School Social Worker.
- Maintain a valid WI Driver's License and the ability to drive between district buildings.

Other skills and abilities:

- Ability to work with a diverse population of students.
- Ability to apply knowledge of the impact of trauma on student outcomes.
- Patience in dealing with parents and children.
- Ability to understand duties and limitations of various services and agencies in a community.
- Demonstrate ability to work effectively in a team and independently.
- Dispositions of flexibility, adaptability, continuous improvement, and growth mindset.

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- Leadership ability; highly motivated, able to direct others, oversight and follow-through.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills.
- Ability to meet deadlines and multi-task.
- Requires basic clerical skills and knowledge of office practices and procedures that involve the operation of standard office equipment such as phone system, computer, printer/copier, fax, and associated equipment or communication devices that can be learned on the job within several months.

Professional expectations:

- Regular and reliable attendance is essential. The District expects employees to make every effort to be present for work and adhere to their assigned schedule.
- Maintain the highest degree of confidentiality.
- Maintain licensure.
- High degree of self-motivation and willingness to adapt to changes.
- Maintain a current cell phone plan and respond to all district contacts on a consistent and timely basis.
- Professional dress and attire.
- Treat colleagues with respect.
- Attend required meetings and participate in District committees as necessary and required.
- Pursue continuing education that is current and relevant to job requirements.
- Develop and maintain positive working relationships with staff and the community.
- Perform duties in compliance with district requirements, Board of Education policies and procedures, and Wisconsin State Statutes.
- Understand, support, and perform duties to meet the requirements set forth by the District Strategic Priorities.
- Understand and execute District Safety Protocols as appropriate to typical school routines and in crises response situations.
- Represent and communicate about the District in a positive manner at all times.
- Serve as a positive role model for students and employees, demonstrating by example how to conduct themselves as productive and positive citizens of a community.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Language skills:

- Above average ability to effectively communicate through all means of communication with individuals from all socio-economic and cultural backgrounds.
- Above average ability to effectively present information in one-on-one and small group situations to staff members.
- Ability to read, write and comprehend reports, procedure manuals, technical instructions and electronic correspondence.
- Ability to read, analyze, and interpret general professional periodicals and journals, technical procedures, or governmental regulations.

Reasoning ability:

- Above average ability to understand and react appropriately in multiple, sometimes difficult, situations.
- Ability to use available resources to efficiently solve problems.

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- Ability to interpret varied instructions furnished in written, oral, diagram, or web based applications and communications.
- Strong analytical and problem solving skills, including the ability to identify challenges and actively work to find the best possible solution.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficiencies required in continual use of visual, auditory, and speaking skills.
- Proficiencies required in fine motor skills that allow for writing, data entry, keyboarding, and other manual skills.
- The ability to lift up to 10 pounds consistently; up to 40 pounds infrequently.
- The ability to sit for long periods of time.
- The ability to climb stairs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is relatively quiet.

The District maintains the authority to reduce, increase, split, or re-assign positions as it deems fit and in the best interest of the district to do so.

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