

SCHOOL DISTRICT OF WAUKESHA

Job Description

JOB TITLE: School Social Worker PreK -12

Exempt: No

Salary: As Negotiated

Reports to: Building Principal / Director of Student Services

Classification: Teacher

Date: August 2020

The mission of the School District of Waukesha is to develop in our students the capacity and skills to be community, college and career ready.

SUMMARY: Responsible for attending to the adaptive, social-emotional, behavioral, personal, family and community liaison needs of students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include, but are not limited to, the following:

Human Relations

1. Maintains a supportive and positive relationship with students.

- a. Treats students with respect and does not engage in discriminatory practices.
- b. Demonstrates empathy for students.
- c. Respects the confidentiality of student information.
- d. Manages student behavior in a responsible manner.
- e. Provide casework services to individual students when referred for concerns (i.e.: suicide, drug and alcohol abuse, physical and sexual abuse, neglect, school adjustment, social skills affecting their overall school adjustment).
- f. Form and facilitate groups around issues such as understanding and accepting self, developing appropriate social interaction skills, dealing with divorce, drug abuse, and other pertinent issues as assigned.
- g. Provide crisis counseling.
- h. Become familiar with and promote AODA programs and services.

2. Maintains a supportive and positive relationship with parents.

- a. Encourage parental participation in instructional activities at home and in school
- b. Treats parents in a respectful manner and is willing to listen and consider their point of view.
- c. Keeps parents informed of student progress on IEP (Individual Education Plans) goals at appropriate times.
- d. Acts as a liaison between the family and school. (It is often desirable to meet with the family in their own home in order to facilitate family participation and cooperation.)
- e. Provide parents with information concerning community services available and appropriate for the specific needs of their children, and if indicated, assist in the implementation of a referral to such agencies.
- f. Attend to the common needs and problems facing families and their children. Provide resources and strategies which could assist.
- g. Alleviate family stress to enable the child to function more effectively in school and community.
- h. Assist in identifying homeless students and removing barriers to education.

3. Maintains a supportive and positive relationship with peers.

- a. Cooperates, plans, evaluates and shares ideas and materials with colleagues and supports the work of associates.

- b. Shares responsibility for maintaining order and acceptable behavior of students outside the classroom.
- c. Accepts constructive criticism and direction.
- d. Support staff in their obligation as mandatory reporters.
- e. Develop/deliver school staff in-service training programs [PI 11.179(a)7].
- f. Appropriately refer to and collaborate with Waukesha City and County, community resources, private agencies, and other institutions for children.
- g. Discuss the need for social work services for individual student with teachers, counselors and principals, and obtain all information from them pertinent to the specific situation interfering with their attendance, achievement, and overall adjustment.
- h. After identification of problems and acceptance of a student for casework services, provide appropriate feedback to the referring teacher, counselor or principal and provide them with essential information about a student's background and personality affecting the current situation.
- i. Participate in SST/PST meeting to discuss particular needs of a student among several staff personnel or among other active community resources.
- j. Advocate for new and improved community/school services to children by involvement in community planning bodies [PI 11.179(a)3].

Professional Rights and Responsibilities

- 1. Carries out policies, regulations, and practices applicable to the position.
 - a. Assesses referred children as part of a multidisciplinary team.
 - b. Attends staff and department meetings both in the building and at the district level
 - c. Supports the development of individualized Educational Programs (I.E.P.) on identified children
 - d. Assumes responsibility for meeting deadlines associated with their duties.
 - e. Implements current policies (District and School).
 - f. Performs professional growth activities.
 - g. Remains current of educational theory, research and practices.
 - i. Improves and implements professional skills.
 - j. Maintain casework records
 - k. Serve as a member of problem solving teams and provide appropriate written records as needed.
 - l. Maintain accurate records of services provided to schools.
 - m. Serve on district and community committees.
 - n. Participate in in-service meetings with teachers in order to reach a mutual role understanding and to make appropriate use of our professional expertise to service children.
 - o. Attendance and participation in state and regional professional workshops and conferences geared to the area of school social work services as assigned.
 - p. Serve as case managers when circumstances warrant.
 - q. Service on building collaboration teams.
 - r. Assume other duties as assigned.

MARGINAL FUNCTIONS:

- 1. Perform other duties as assigned by the supervisor.

REQUIREMENTS OF ESSENTIAL FUNCTIONS:

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

perform essential functions.

EDUCATION AND/OR EXPERIENCE:

1. Master's degree or degree appropriate to position.
2. Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction.
3. Must possess the ability to work effectively with students, parents, colleagues and the general public.

PROFESSIONAL SKILLS: Very High Skills Needed

- Ability to read, analyze, and interpret course text and professional journals.
- Ability to clearly communicate unit/lesson objectives and content.
- Ability to respond to common inquiries or complaints from parents or members of the community.
- Ability to effectively present information to peers, parents, public groups, and community.
- Ability to work cooperatively with peers.
- Ability to define problems, collect data, establish facts, and draw conclusions.

PHYSICAL ABILITIES:

While performing the duties of this job, the employee is frequently required to stand and walk for prolonged periods of time. Occasionally requires sitting for long periods and occasional balancing, stooping, and kneeling. Bending at the neck and at the waist is frequently required. The use of the fingers and hands to grasp and feel small objects is also frequently required.

Frequently required is the ability to lift up to 25 pounds and occasionally required is the ability to lift up to 50 pounds. Also, close vision, depth perception, the ability to adjust focus and the ability to read printed material is required. Constantly required is the ability to talk and hear to express and understand ideas and thoughts.

WORK ENVIRONMENT:

Work is primarily performed in a classroom environment, which typically includes moderate noise from students and computers. Work includes participating in conferences with parents regarding student progress. Work is occasionally performed outdoors in a variety of weather conditions as well.

DRUG-FREE WORKPLACE:

- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The School District of Waukesha 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.

Employee verification:

My signature confirms that I received a copy of this job description and I was given the opportunity to discuss the contents with my supervisor. In addition, my signature confirms that I understand that it is my responsibility to perform satisfactorily the duties and responsibilities described therein.

Signature

Printed Name

Date