



POSITION DESCRIPTION

JOB TITLE: SCHOOL SOCIAL WORKER Job Class: 6022		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: MTEA		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Assists in modifying social, emotional and environmental factors affecting children's education.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Direct services to children and parents; a. Provides social casework services to children and parents in finding solutions to problems that interfere with learning and school adjustment. The casework process involves psychosocial study, diagnosis, formulation and implementation of treatment plans; b. Provides group work services to children and parents including educational counseling and support groups as appropriate.
2. Liaison services between home, school and community; a. Visits parents/guardians in home to share information related to educational goals; b. Maintains communication with legal, medical and social service agencies regarding school related issues; c. Advocates for families in need of community resources.
3. Collaboration; a. Consultation and problem-solving with school personnel, families and community agencies regarding the needs and school adjustment problems of children.
4. Child Abuse and Neglect; a. Complies with State law in reporting suspected child abuse and neglect; b. Maintains records pertaining to child abuse and neglect cases within each school; c. Provides yearly in-service training to school personnel and on an as-needed bases thereafter.
5. Special Education Evaluation, Diagnosis and Programming; a. Provides social work diagnostic services as a member of Individualized Education Program (IEP) teams; b. Implements recommendations for social work services by the IEP team.
6. Attendance; a. Provides services regarding students with attendance/truancy issues; b. Provides direct service to children and parents as well as liaison services between school, home and community; c. Transmits referrals and school reports to community and law enforcement agencies concerning truancy, e.g., District Attorney, Children's Court, McKinney

Vento cases, abuse & neglect and attendance; d. Supportive services to school administration in locating children who are assigned but not attending school.

7. Reports and Records; a. Prepares electronic/written feedback to the school in response to referrals; b. Maintains student case records related to social work services; c. Prepares statistics and reports as required by MPS School Board policy, the Wisconsin Department of Public Instruction and the Department of Special Services and Student Services.
8. Planning and Implementation of Preventive Strategies; a. Provides in-services for school personnel, e.g., child abuse/neglect, suicide prevention, mandates of No Child Left Behind Act and McKinney Vento Act; b. Provides services for parents and students such as effective parenting, human growth and development, drug and alcohol abuse and family living; c. Provides screening for depression, suicide and ATODA issues as needed.
9. Crisis Prevention and Intervention; a. Supports students who have experienced trauma; b. Collaborates with community agencies to provide services for students and families in crisis.
10. Compliance; a. Provides in-services for school personnel, e.g., child abuse/neglect, suicide prevention, mandates of No Child Left Behind, the Department of Public Instruction, district truancy plan and State Statutes; b. Maintains necessary licensure as required by State law and District Policy and Procedures; c. Keeps 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.
11. Supervision; a. Supervises and evaluates undergraduate/graduate social work students in field work placements; b. Supervises social work aide, providing input for evaluations.
12. Research/Grants; a. Performs such research responsibilities as are consistent with the requirements of the position under the direction of the Coordinator Office of School Social Work, School to Work Transition and Community Services.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to

gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.