

Social Worker

Dept/Div: Special EducationN/A

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work obtaining and analyzing data to determine sociological needs of students, assuring that children are enrolled in and attend an educational program, preparing and maintaining student and program records, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Director/Principal.

Qualification Requirements

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

Essential Functions

Provides services to students in various settings to improve social skills.

Assists students with problem solving, behavior management and mental health management skills.

Consults with staff, parents, guardians and other service providers to align curriculum and instruction with student needs; provide teachers with educational ideas and strategies.

Completes student assessments to facilitate referrals to other services.

Promotes, plans for and participates in systematic measures for the creation of and continuation of positive, affirming and supportive school environments.

Establishes and maintains effective work related notes, records, reports and files.

Knowledge, Skills and Abilities

Thorough knowledge of the policies, procedures, methods and techniques used for assessing sociological needs of individual students; thorough knowledge of federal and state mandates and local procedures and regulations relating to social and community support programs; thorough skill communicating with others; general skill operating standard computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to maintain professional level of emotional behavior during stressful or conflict situations; ability to forecast the impact of students' mental health diagnoses on educational performance and communicate those forecasts to teachers and service providers; ability to act as a resource to families and district professionals; ability to effectively communicate with students, parents, teachers and administrators; ability to establish and create effective relationships with other school personnel, students, local law enforcement, outside service providers, parents and community agencies.

Education and Experience

Bachelor's degree in social work, or related field and moderate experience working in human services, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Social Worker

State of Minnesota Board certified Social Worker.
Minnesota Department of Education School Social Work license.
Non-violent crisis intervention training.
CPR/First Aid certification.

Last Revised: 9/27/2011