

Perandoe Office
1525 Locust Street
Red Bud, IL 62278
Tel: 618.282.6251
Fax: 618.282.6880



**Perandoe Educational
Program (PEP)**
9 PEP Red Bud
Tel: 618.282.7228
Fax: 618.282.0809

Social Worker Job Description

Position Title: School Social Worker

Location: Perandoe Special Education District

Reports to: Executive Director or designee

Qualifications:

- The School Social Worker will hold a current and valid Professional Educator License with an endorsement in School Social Work
- Masters Degree in Social Work .

Evaluation: The School Social Worker will be evaluated by the Executive Director or designee according to the Perandoe Evaluation Plan

FLSA Class: Exempt

Revised Date: December 2022

SUMMARY: The School Social Worker provides direct and indirect social work services to students experiencing social, emotional and/or behavioral problems that interfere with their performance in school, and facilitates communication among school, home and community providers.

RESPONSIBILITIES:

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Work independently and exercise good judgment.
7. Assume personal responsibility for professional performance and growth.
8. Utilize effective problem solving processes.
9. Read, understand and follow verbal and written directions.
10. Utilize applicable technology to support performance responsibilities.

Specific

1. Develop, deliver, evaluate and revise the school social work program.
2. Demonstrate knowledge of content and application in the practice of social work services within a school setting.
3. Assist students in the areas of academic, social, behavioral, and emotional development as well in career awareness.
4. Provide individual and small group social work services in a variety of settings.
5. Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting.
6. Responding proactively to behavior by offering strategies to school staff and parents to promote social emotional wellbeing of students.
7. Collaborate with school staff and school psychologist to formulate, initiate, and manage behavior plans.
8. Provide in-service training and make presentations to staff.
9. Assessing the needed services and coordinate those services with parents, outside agencies, and school staff.
10. Participate in activities that contribute to the effective operation of the district and schools.
11. Monitor and advise students of their progress and provide on-going communication with parents.
12. In collaboration with teachers, parents, and staff, prepare students for transition to the next levels.
13. Adhere to ethical standards that are outlined by NASW and Illinois School Code.
14. Participate and prepare information for re-evaluations, annual review, and progress review meetings as determined by district.
15. Keep ongoing records including both academic and behavioral progress.
16. All other duties as assigned.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with district necessity and Management Council policy and procedures. Essential and marginal job functions are subject to modification.