

Red Wing Public Schools Position Description

Social Worker

General Information

Department:	Special Education
Unit:	Teachers
Immediate Supervisor:	Assistant Director of Special Education
Grade Placement:	19
FLSA Status:	Exempt

Position Summary

The Social Worker is responsible for providing assessment, direct intervention and classroom support for students who are experiencing behavioral, emotional, social difficulties and for preparing and maintaining student and program records.

Essential Duties and Responsibilities

1.	Assists in carrying out social/emotional goals and objectives on students Individual Educational Plans (IEPs). Prepares and writes IEP goals. a) Meets with IEP team and SAT teams in developing student plans. b) Monitors student progress with social/emotional difficulties. c) Attends IEP meetings. d) Participates in special education evaluations.
2.	Counsels students on a variety of personal/social/behavioral/and academic issues and needs. Determines appropriate counseling strategies (e.g. mediation, individual skills work, group counseling, etc.). Provides individual and group counseling support services to students referred by home or staff to assist students reduce learning barriers.
3.	Assists and provides crisis intervention services. Assists crisis staff in de-escalating students in crisis. Reports crisis situations to appropriate personnel and parents. Assists with physical restraint of students in emergency situations or per IEP. Notifies parents when severe behavior has occurred. Writes behavioral intervention plans.
4.	Collaborates and consults with outside agencies and community providers. Assesses student needs and makes appropriate referral given parental permission. Gathers information and provides referrals to parents regarding available community services. Reports any incidents of student maltreatment to child protection and law enforcement agencies. Serves as a liaison with community agencies involved with individual students.

5.	Serves as a liaison with families of students. Communicates progress or lack of progress to parents regarding student's mental health. Provides information regarding available resources that parents may need.
6.	Monitors student attendance. Coordinates attendance improvement interventions including meetings with student/parents, writing up attendance contracts, making referrals to support services, or coordinates and follows-up on truancy when students exceed the number of permitted unexcused absences.
7.	Participates in staff meetings. Assists with program review and development activities. Communicates with and supports other staff, as needed.
8.	Collaborates with the Special Education Director, special education personnel, building administrators to establish future needs and related social work/counseling services. Participates in school comprehensive planning and improvement processes for students with exceptional needs. Works with and assists the Director of Special Education and staff in updating, revising or implementing new procedures.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: School social worker

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Licensed as a School Social Worker in Minnesota
- Seclusion and restraint training

Essential Knowledge Required to Perform the Essential Functions of the Position

- Individual and group counseling fundamentals, strategies, principles and trends.
- Concepts, principles, practices and fundamentals of social work.
- Assessment and intervention approaches and techniques.
- Behavioral management concepts, techniques and approaches.
- District educational and administrative policies and procedures.
- Assessment measures, procedures and relevant regulations pertaining to students who are “at-risk”.
- Laws, statutes, or guidelines pertaining to due process, data privacy or any other laws, rules or guidelines pertaining to the delivery or coordination of social service programs and responsibilities of the work.
- Community resources, eligibility requirements and qualifications.
- Fundamentals of juvenile court system, processes and procedures.
- Laws, rules and regulations governing students with disabilities in Minnesota Public Schools, and local rules and regulations governing services to students with disabilities and due process.

Essential Skills Required to Perform the Work

- Facilitating conflict and problem resolution.
- Providing therapeutic personal, group counseling or crisis intervention counseling services.
- Monitoring attendance and dealing with truancy issues/problems.
- Writing, monitoring, planning, evaluating and leading 504 plan activities for assigned caseload.
- Communicating effectively on interpersonal and group levels.
- Implementation of de-escalation techniques and methods and behavioral management.
- Coordinating and monitoring student services and resources across the school, home, outside agencies or other community resources.
- Writing reports, assessments referrals, lesson plans, 504 plans, progress reports, social histories, and/or other materials/correspondence using and applying professional/technical concepts, principles and terminology.
- Dealing with, collaborating with and providing professional advice to parents, students, educational staff, administrators and representatives of outside agencies concerning the educational, social and emotional needs of students.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

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