

**VENICE SCHOOL DISTRICT
SCHOOL SOCIAL WORKER
JOB DESCRIPTION**

SCOPE:

Under administrative supervision, provide social work services to district students in special and regular education programs. Performs other related duties as assigned.

REPORTS TO:

Principal, and Superintendent

DUTIES AND RESPONSIBILITIES:

Provides social work counseling to students and parents, and provides psycho-social assessment and diagnosis of behavioral disabilities with recommendations, and periodic reevaluations;

Participates in multidisciplinary conferences pupil personnel workers, school personnel, Special Education Cooperative personnel, and community agencies,

Makes referral to public or private agencies with appropriate follow-up.

Serves as a liaison one of the Venice School District's between school, family and community resources.

Serves as a source of information regarding community resources; maintains appropriate school records and provides written reports and communications.

Participates in the development of Individual Education Plan (IEP) process as required such as the Family History;

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Licensure

Possession of a valid Illinois Professional Educator License endorsed in School Social Work
Possess a Masters of Social Work from a Council on Social Work Education accredited university.

Knowledge, Skills, and Abilities

An understanding of the IEP process, Illinois Master Plan for Special Education, and IDEA; knowledge of current state law/regulations regarding special education.

Leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying and facilitating interactions and sharing of ideas);

Ability to prepare social and family histories for case evaluation and referrals..

Skill in socio-environmental analysis and diagnosis on problem students,

Skill in communicating concepts and information accurately orally or in writing, including formal statistical reports,

Ability to demonstrate effective liaison relationships with parents, schools, and agencies; ability to coordinate activities from many sources for the benefit of an individual student.

- Assist in bus loading and unloading.
- Serve as a Bus Monitor
- Attend staff meetings, and serve on committees when appropriate.
- Laminate teaching materials to increase their durability under repeated use.
- Maintain computers in classrooms, and assist students with hardware and software use.
- Monitor classroom viewing of live or recorded internet communications.
- Operate and maintain audiovisual equipment such as Smart Boards.
- Type, file, and duplicate materials.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.

Reports To: Classroom Teacher and Principal

Terms of: Nine Months

Education and Experience:

1. Minimum of 60 College Credits from a Regionally Accredited College
2. Must have a Teacher Aides State and NCLB License
3. Substitute Teaching License is preferred
4. Office practices, procedures and equipment.
5. Computerized and manual records keeping systems.
6. Communicate effectively with other employees and the community
7. Apply established procedures and guidelines to the keeping of records

Key Components:

1. Organizational Skills
2. Communication Skills
3. Willingness to work with others
4. Flexibility