

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

Position Title: District Social Worker

Department: Birth – Grade 12 Program

Exempt Status: Exempt

Reports To: Superintendent, Building Principals

Date: March 12, 2019

Approval: Director of Human Resources

JOB SUMMARY: The District Social Worker will serve as a district resource and liaison between school, home and the community to ensure positive success of students in academic, safety, attendance and social-emotional-behavioral functioning. The collaborative position between the school district and Centra Care Foundation will focus on building resilience in students through the incorporation of Bounceback principles with school age children as an early intervention and prevention process that will pay dividends to individuals and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

80% Instructional Leadership

- A. In monthly rotations to building sites the District Social Worker will work with students and staff to teach Bounceback principles, coping strategies, provide informational presentations on stress awareness and management, promote information on mental health awareness and develop social/emotional resilience and education to both small and large group audiences.
- B. Act as a liaison between school, home and community agencies to develop support networks for students and families.
- C. Work with school district and community leaders to develop a Resilience Supportive After-school program for students.
- D. Communicate with doctors and medical services about the referral and assessment process, as well as the ongoing delivery of medically related services required in established IEPs.
- E. Create connections with families of early childhood aged children to educational services and community agencies regarding services available.
- F. Assist with securing grant funds to provide family nights and parenting presentations.
- G. Provide training to school staff to increase awareness of social emotional development and strategies to promote resilience in children and young adults.
- H. Work with school officials and community agencies to develop programs in the community over the summer to serve families/teen.
- I. Teach about the dangers and prevalence of human trafficking.
- J. Teach about the dangers in social media use.
- K. Collaborate with classroom teachers, special education staff, building administrators, and District administrators to implement and support programs and services that align to District goals and needs.

- L. Recommend policies, programs and procedures essential to meeting the social and emotional needs of children, ensuring adherence to federal, state and local rules and regulations.

10% Implement Accountability Measures for Program Achievement

- A. Create systems for collecting and analyzing relevant data, by building/grade and/or outcomes in order to monitor program success.
- B. Interpret student achievement and student survey results; communicate assessment results to District Administration and the School Board.
- C. Assist with community awareness and public communications about District programming and results.

10% Professional Development

- A. Attends meetings, training sessions, conferences, district and departmental meetings, board meetings in-services, as needed.
- B. Keeps current with trends, issues and educational impact of social/emotional health and student achievement.
- C. Serves on District committees and work groups, as requested.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Master's Degree in School Social Work or School Counselor.
- Certification issued by the Minnesota Department of Education.
- Valid Minnesota driver's license and the ability to drive between district buildings.

Experience:

- One year of experience in social work or counseling required.
- Experience working with children and youth preferred.
- Experience providing professional development or delivering professional presentations preferred.

Essential Skills Required to Perform the Work:

- Ability to analyze, interpret, compare and present data using a wide range of mediums.
- Ability to communicate effectively, both verbally and in writing, with students, parents, teachers, administrators, community and staff.
- Ability to demonstrate professionalism and ethical practices.
- Ability to exercise confidentiality in handling district information.
- Ability to manage multiple projects simultaneously.
- Ability to plan and present to large and small groups.
- Ability to project a positive, cooperative and respectful attitude with students, parents, administration, employees and community members.
- Ability to provide courteous customer service relations.

- Ability to understand duties and limitations of various services and agencies in the community.
- Ability to use discretion and exercise sound judgment.
- Ability to work with a diverse population of students/families.
- Ability to work with a variety of styles and personalities.
- Be knowledgeable of and adhere to all procedures and practices prescribed in the Employee, Student, and/or Parent Handbooks.
- Care for district resources, equipment, and materials assigned to him/her and report concerns regarding facility and equipment to designated supervisor.
- Demonstrate ability to work effectively in a team and independently.
- Demonstrate effective decision-making skills while acting within the district policies, procedures and guidelines.
- Professional dress and attire.
- Proficiency regarding use of productivity software, financial systems, modern office equipment.
- Regular attendance is required.
- Strong leadership and time management skills.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 418 throughout his/her employment in the District.
- Understand and practice School Board policies and adhere to federal and state laws that apply to his/her job assignment.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operate office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, and facsimile.
- Proficiency or ability to learn various software applications.

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Proficiencies required in continual use of visual, auditory and speaking skills.
- Proficiencies required in fine motor skills that allow for writing, data entry, keyboarding, and other manual skills.
- Position involves frequent sitting, standing, walking and occasional stairs
- Position involves occasional bending and stooping
- Position involves occasional lifting and moving up to 25 pounds

Mental Job Requirements:

- Position requires organizing and prioritizing tasks in order to meet deadlines.
- Position requires attention to detail and need for accuracy.
- Position requires basic proficiency in technology.
- Position requires courteous customer service relations.
- Position involves exercising confidentiality in handling sensitive information.
- Position involves flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person.
- Position requires working collaboratively with certified staff and district staff to accomplish the goals of the district.
- Position requires sound professional judgement in sensitive personal matters.

Working Conditions:

- The majority of the work performed in normal school/office conditions.
- Position involves frequent travel to buildings within the district, as well as out of district meetings.
- Attendance at evening/weekend events may be required.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.
- Maintains confidentiality, security, and accuracy regarding all students' records.
- Maintains a positive, professional and safe educational environment at all times.
- Supports students and staff by providing services that support the educational activities and programs to promote that students reach their full potential academically, emotionally, physically and socially.
- Collaboration occurs with agencies, state and local, including institutes of higher education in order to achieve District goals.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.