

# ***Job Description***

***Position Type:***

*Licensed School Social Worker - Part-Time*

***Date Posted:***

***Location:***

*Alexander Graham Bell Montessori School*

***Date Available:***

*Immediately*

***Closing Date:***

*Until Filled*

***Position / Title:*** *Licensed School Social Worker*

***Reports To:*** *Student Services Coordinator | Executive Director*

***Position Summary***

*The school social worker will plan, organize and implement an appropriate social work/counseling program in a school learning environment that guides and encourages students to develop and fulfill their academic and social/emotional potential.*

***Job Duties / Responsibilities***

- *Displays knowledge of social work/counseling theory and techniques.*
- *Displays knowledge of the development characteristics of the age groups, as well as exceptions to the general patterns.*
- *Displays knowledge of students/skills, knowledge, language proficiency, interests, cultural heritage, special needs.*
- *Establishes clear and appropriate goals for social work/counseling services.*
- *Effectively uses community resources and seeks out resources to meeting student needs*
- *Effectively consults with staff on various social/emotional issues*
- *Designs a plan that includes services in the setting that meets the needs of the students.*

- *Creates an environment of respect and rapport encouraging positive interactions among students.*
- *Organizes services where procedures are established to engage students in social work/counseling services.*
- *Establishes routines and is able to handle transitions with little loss in instructional time.*
- *Organizes a safe environment.*
- *Manages student behaviors where standards of conduct are clear to students.*
- *Contributes to the environment of respect in the school.*
- *Uses a range of techniques to help students and teachers acquire school, emotional and behavioral skills.*
- *Monitors the progression of identified IEP goals.*
- *Encourages students to engage in self-monitoring and self-assessment.*

### ***Education***

- *Master's degree from an accredited university*
- *Illinois Professional Educator License with proper licensure for school social work or school counseling*

### ***Experience / Knowledge***

- *Able to establish strong connections with students and families*
- *Communicates effectively both verbally and written.*
- *Demonstrates flexibility with job responsibilities.*
- *Able to function with minimal supervision.*
- *Previous school social work experience*

### ***Physical Demands***

- *Requires prolonged sitting or standing.*
- *Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.*
- *Occasional stooping, bending, and reaching*

### ***Terms of Employment***

- *This is a part-time position*