



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**  
Social Worker

**Department:**  
Certified

**Unit:**

**Immediate Supervisor:**  
Building Principal

**Grade Placement:**  
AEA Contract

**FLSA Status:**  
Exempt

### **Job Summary:**

Strengthen and encourage meaningful interactions in children's development through education and counseling; problem solve social, academic and emotional issues and provide support and assistance to students, parents and staff to enable children to reach their full educational potential.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide individual or small group counseling including for students and develop behavior and attendance plans to address student social and emotional needs.
2. Serve families by providing information on community resources, short term support on child development and social/emotional issues, serving as a liaison between the families and the school and attending parent-teacher conferences.
3. Team with regular education and special education teachers to provide student support in the classroom
4. Address issues related to child abuse and neglect, suicide and sexual harassment by making appropriate referrals, working with administrators and serving on the crisis intervention team.
5. Participate on child study teams, completing part of the evaluation and helping determine eligibility for service and appropriate programming.
6. Team with regular education and special education teachers to train staff on relevant topics related to children and families.
7. Provides expertise and support regarding the needs of students.
8. Maintain contact with professionals from community agencies to coordinate services offered to students and families.
9. Attend meetings, workshops and training sessions as directed by supervisor.
10. Perform other related duties as assigned.

### **EDUCATION AND KNOWLEDGE REQUIREMENTS**

#### **Education Training and Experience Requirements:**

- Master's Degree

#### **License/Certification Requirements:**

- Minnesota License to practice as a social worker under the Board of Social Work

**Knowledge required to perform the essential functions of the job:**

- Knowledgeable about state and federal legislation affecting the work of social workers in schools
- Knowledge of child and adolescent stages of development pertaining to public schools and the process of education
- Knowledgeable of community resources and provide connections for students and families
- Knowledge of child development theories and development stages and needs.
- Knowledge of academic, behavior and attendance intervention strategies.
- Knowledge of current trends, theories and technologies pertaining to learning and instruction.
- Knowledge of school law as it applies to our policies and procedures.

**WORK SKILLS AND CHARACTERISTICS**

**Skills required to perform the essential functions of the job:**

- Ability to use communication skills effectively when reading, interpreting, speaking, and writing.
- Ability and willingness to interact and work effectively with all students, staff, and community members in a positive manner.
- Ability to apply a high degree of organizational skills
- Ability to apply knowledge of technology in performance of job duties.
- Ability to handle problem situations with good judgment, decisiveness, and calmness.

**PHYSICAL REQUIREMENTS**

**Physical requirements associated with the position can be best summarized as follows:**

Exerting up to 25 pounds of force and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.