

**RIPON AREA SCHOOL DISTRICT**  
**Job Description**

**Department:** Pupil Services

**Job Title:** School Social Worker

**Reports To:** Director of Pupil Services

**Licensure:** Valid School Social Worker license as required by the Department of Public Instruction or ability to obtain one within a time frame specified by the RASD Board of Education (License Type: P001 - Pupil Services; Position/ Subject: 7050 - School Social Worker; Developmental Level: Early Childhood-Adolescence)

**Education Level:** Master's degree in an approved program that qualifies for school social work certification with the state of Wisconsin

**Experience:** Successful professional experience mobilizing, coordinating, and/ or delivering supports and services to youth and families with complex needs. Will possess effective interpersonal communication, leadership, and organizational skills as demonstrated within the school setting.

**Qualification Requirements:** Ability to apply knowledge of current research and theory to instructional programs, to establish and maintain effective working relationships with students, parents, peers, and community, to speak clearly and concisely in communication, and to use computers and other technology to accomplish job responsibilities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to eligible individuals with disabilities to perform the essential functions.

**Summary of Job Goals:** The School Social Worker will apply their knowledge of both social work and education to serve as a District resource and liaison between school, home, and community to ensure the success of students in academics, safety, attendance, and social-emotional-behavioral functioning. They will work to decrease barriers to learning and to provide a bridge between systems, offering sound consultation and collaboration. The School Social Worker will function as part of the District's Pupil Services Team to support students' learning, social development, and mental and behavioral health using problem-solving and a foundation of assessment, data-based decision-making, and the delivery of evidenced-based interventions to monitor student and system progress. The services provided should reflect the specific needs of the students, families, and schools served.

## **Essential Job Functions/Responsibilities:**

### **Home/ School/ Community Liaison:**

1. Act as a liaison in buildings between school, home, agencies, and community supports for students, including but not limited to students experiencing homelessness, students in out-of-home care, at-risk students, EL students/ those with migrant status, students placed out of District due to mental health-related needs, adjunct delinquent students, alternative school students, students being considered for expulsion, students with attendance/ truancy issues, and students experiencing crisis-related needs
2. Expand families' knowledge base of community resources and utilization of such resources
3. Serve as an advocate, leader, facilitator, initiator, evaluator, and collaborator to create, enrich, and evaluate the effect of these partnerships on student success
4. Maintain communication with legal, medical, mental health, and social service agencies regarding school related issues to ensure continuity of assistance
5. Support communication between home and school to share information related to educational or behavioral concerns, including conducting home visits, where appropriate
6. Assist with the coordination of school-based health services (ex: dental care programs, vaccine clinics, hearing & vision screening, etc.)
7. Remove barriers to the successful implementation of school-family-community partnerships and provide follow-up supports and referrals to community resources, where needed
8. Coordinate family engagement opportunities related to family/ student support

### **Direct Services & Support:**

1. Operate within Wisconsin's Equitable Multi-Level Systems of Supports (EMLSS) and Response to Intervention (RtI) Framework to provide equitable services, practices, and resources to all District students based upon responsiveness to effective instruction and intervention services
2. Integrate, organize, and provide prevention/ intervention services and supports for learners, including developmental, academic, and social-emotional-behavioral supports, specifically focusing on students impacted by the following: homelessness, out-of-home care, at-risk markers, mental health concerns, linguistic and cultural diversity, enrollment transience, personal/ family crisis, and attendance or behavior-related concerns
3. Responsively adjust the intensity and nature of supports to match student needs, based on data
4. Use a strengths-based approach to provide social work services to children and parents in finding solutions to problems that interfere with learning, attendance, and school adjustment
5. Provide educational counseling and a variety of individual or group social/ academic interventions and supports, as appropriate
6. Conduct diagnostic services and complete relevant assessments for students with suspected special education needs, within the scope of school-based social work
7. Conduct student interviews and appropriate follow-up in cases of self-harm and suspected abuse/ neglect, complying with state laws for reporting such incidences
8. Conduct and participate in student threat assessments (potential harm to self or others), as needed

**Collaboration with Staff:**

1. Participate in the Student Support Team (SST) process to develop and implement academic and behavioral action plans for identified students
2. Work with teaching staff and building-level administrators to develop classroom/ school supports that enhance the health, social-emotional-behavioral well-being, and safety of students
3. Facilitate an understanding of factors in the home and community that affect students' educational experiences
4. Partake in parent-teacher conferences, as requested
5. Consult with school personnel and service agencies regarding attendance, confidentiality, ethnicity, diversity, inclusion, mental health, behavior management, discipline, crisis intervention, and child abuse and neglect
6. Prepare electronic/ written feedback to the school in response to referrals
7. Maintain student case records related to school social work services and share information with relevant school personnel
8. Collaborate to prepare statistical data and reports, as required by RASD administration, RASD School Board Policy, the Wisconsin Department of Public Instruction (DPI), etc.
9. Help to build effective school-community teams by promoting positive school climate

**Professional Expectations:**

1. Develop and maintain positive working relationships with staff and the community
2. Attend required meetings and participate in District committees as necessary and required
3. Understand and execute District Safety Protocols as appropriate to typical school routines and in crisis response situations
4. Maintain confidential student records and be knowledgeable about requirements surrounding student record confidentiality
5. Participate in opportunities for professional development, based upon an individual assessment of need and/or needs identified within the school setting
6. Maintain professional licenses and certifications in compliance with the Department of Public Instruction and RASD School Board Policy
7. Adhere to the policies and standards of the Department of Public Instruction RASD School Board Policy
8. Perform professional duties in a manner that is consistent with the National Association of Social Workers (NASW) Code of Ethics & the Supplemental Ethical Standards for School Social Work Practice
9. Be knowledgeable about the Individuals with Disabilities Education Act (IDEA) special education law and eligibility criteria, The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, The McKinney–Vento Homeless Assistance Act of 1987, and other educationally-relevant laws
10. Be knowledgeable about Wisconsin State Statutes regarding attendance and truancy, mandated reporting and child welfare law, student discipline, and general understanding of educational law and policy
11. Keep abreast of all federal, state and local mandates in order to maintain professional standards and competencies necessary for social work practice in the school settings
12. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
13. Represent and communicate about the District in a positive manner at all times

- 14. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District
- 15. Performs other duties as assigned by the Principal and/or Student Services Director

**Terms of Employment:** The term of employment for the school social worker shall be that of a general teacher, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin Law

**Evaluation:** Performance shall be evaluated annually, in accordance with provisions of Board of Education policy on certified staff members

I have read and understand this job description and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PHYSICAL DEMAND ADDENDUM**

**PHYSICAL DEMANDS**

- Walking.....Frequently
- Sitting/Standing.....Frequently
- Climbing.....Occasionally
- Crawling/Kneeling.....Occasionally
- Bending/Stooping/Crouching.....Frequently
- Twisting/Turning.....Frequently
- Repetitive movement.....Occasionally
- Reaching.....Occasionally at/above shoulder height
- Reaching.....Frequently below shoulder height
- Pulling/Pushing.....Occasionally 10 pounds or more
- Pulling/Pushing.....Frequently 10 pounds or more
- Lifting.....Frequently 10 pounds or more
- Lifting.....Occasionally 10 pounds or more
- Carrying.....Frequently 10 pounds or more
- Carrying.....Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

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Signature

\_\_\_\_\_

Date