



## Special Education Social Worker Job Description *(Part Time)*

***At West Side Summit, our mission is to empower students to find joy in learning and develop the academic efficacy necessary to prepare them for the rigors of a college education and beyond. Our vision is to be a proof-point for Minnesota that all children, regardless of zip code or socioeconomic status, deserve a high quality education, and that all students can achieve a high level of academic success when we hold high expectations for them and honor their potential for greatness.***

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**Applications are reviewed on a rolling basis. To apply, send a cover letter and resume to [info@westsidesummit.org](mailto:info@westsidesummit.org).**

### Summary

The Special Education Social Worker serves as a key member of the Individualized Education Plan (IEP) Program team for students with special needs at West Side Summit. The Special Education Social Worker promotes and enhances the overall academic mission by providing services that strengthen home/school/community partnerships and alleviate barriers to learning. The Special Education Social Worker significantly contributes to the development of a healthy, safe and caring environment by advancing the understanding of the emotional and social development of children and the influences of family, community, and cultural differences on student success and by implementing effective intervention strategies with students receiving Special Education services at West Side Summit. The Special Education Social Worker's principal task is to empower students, families and school personnel to access available opportunities and resources to fully develop each student's potential.

The Special Education Social Worker position is a part time (.5 FTE) position. While the reporting hours are somewhat flexible, the preferred schedule is currently outlined as Monday-Fridays 11am-3pm. Occasionally, hours may need to be flexed later in the afternoons (most likely) or earlier in the mornings (least likely) for participation in IEP meetings.

### Duties/Responsibilities

#### **Assessment of Student, Family and School Needs**

Effectively and appropriately assesses and address the needs, characteristics and interactions of students, families, school staff and the community

- Conducts assessments and evaluations in accordance with parent or guardian and student rights.
- Conducts formal and informal assessments to evaluate student's functioning in the following areas:

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- Physical, cognitive, emotional, social development
- Family history and factors that influence overall function
- Behavior and attitude in different settings
- Patterns of interpersonal relationships
- Patterns of achievement
- Adaptive behavior and cultural factors that may influence learning
- Uses student, family and school assessment results to identify needs that impact student learning.
- Uses assessment and evaluation results to develop appropriate interventions for students, families, schools and communities.
- Develops long-term and short-term intervention plans consistent with curriculum; students' needs, strengths, diversity and life experiences; and social and emotional factors.
- Uses a variety of appropriate formal and informal tools and techniques including observations and interviews to evaluate the progress and performance of students and families.

#### **Direct Services/Services Delivery**

Uses knowledge and understanding of the reciprocal influences of home, school, and community to intervene for student success via such practices as assessment, crisis intervention, home visits, conflict resolution, individual and group counseling, consultation, program development and coordination of school and community services.

- Promotes services to students and their families be provided within the context of multicultural understanding and competence that enhance families' support of student's learning experiences.
- Provides services to students in ways that build upon individual strengths and offers students maximum opportunities to participate in the planning and direction of their own learning experience.
  - Involves students in self-assessment activities in developing and implementing intervention plans that enhance students' abilities to benefit from educational experience
- Develops and provides training and educational programs that address the IEP goals of the child as well as the goals and mission of West Side Summit.
- Provides leadership of Crisis Prevention Intervention Team. Assists students in emergency/crisis situations.

#### **Advocacy**

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Advocates for appropriate services for students and their families.

- Advocates and facilitates change that effectively responds to the needs of students, families, and school systems using appropriate statutes, case law, policies, and procedures.
- Assists students and their families to gain access to formal and informal community resources.
- Utilizes research and technologies to assist students, families, the school, and the communities.

### **Consultation and Collaboration**

Consults and collaborates with stakeholders on behalf of students and their families.

- Consults with stakeholders to facilitate an understanding of factors in the home, local education agency, and community that affect students' educational experiences.
- Consults on such issues as attendance, confidentiality, ethnicity and diversity, mental health, behavior management, discipline, crisis intervention and child abuse and neglect.
- Initiates and supports activities to overcome institutional barriers and gaps in services as leaders and members of the IEP team and the Child Study team with the unique contribution of bringing the home, school and community perspective to the these teams/processes.
- Works with individuals, groups and organizations that have diverse interests to develop programs or systems of care that support and enhance the health, social and emotional well-being and safety of students.
- Promotes collaboration among community health and mental health service providers and facilitates student access to these services.
  - Serves as a liaison between service providers to individual students and assist families with finding transportation services to appointments.
- Uses extensive knowledge of community resources, enabling the special education social worker to play a critical role in facilitating the provision of community services at West Side Summit.
  - Makes contacts and helps to connect students and families with the appropriate needed services such as a student in need of health benefits assistance to go to the dentist or acquiring food and clothing for a student's family who has lost their home to fire.
- Helps to build effective school-community teams and orients community providers to school climate, culture and structure and to the laws and regulations governing practice in educational settings.



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### **Program Planning, Implementation and Evaluation**

Effectively plans, implements and evaluates programs that promote student and family success.

- Applies knowledge of environmental factors in planning programs.
- Conducts individual and/or system-wide surveys to assess the school and/or community needs.
- Plans school and/or system-wide programs to promote a safe, healthy, caring school climate that fosters academic success.
- Assists the school and community in planning programs that alleviate situations which may interfere with the learning process of students.
- Serves on West Side Summit's Crisis Prevention Intervention Team
- Assists in the evaluation of effective school-based, system, community, and statewide programs.

### **Accountability**

Advocates, facilitates, and contributes to School Social Work accountability for outcomes aligned with local, state, and federal policies and guidelines.

- Maintains accurate student records and documentation.
- Maintains current knowledge of and abides by, federal and state laws and regulations with emphasis on persons with disabilities, child welfare, mental health, confidentiality, and student and parent rights.
- Organizes time, resources, energy, and workload in order to meet responsibilities.
- Evaluates own practice and disseminates the findings to consumers, the school, the community, and the profession in order to maximize the effectiveness of services and resources provided to students" to indicate that by evaluating one's practice, more effective services and resources will be provided.
- Participates in appropriate professional development activities to improve knowledge and skills.

### **Other Responsibilities**

- Participate in "Child Study" meetings
- Other duties as assigned by the Executive Director or Special Education Director

### **Qualifications:**

- Master's Degree in Social Work
- Licensure in Minnesota to practice as a social worker under the Board of Social Work
- License in School Social Worker through the Minnesota Department of Education
- Experience providing case management, facilitating support groups, and counseling in a school setting
- Excellent communication and interpersonal skills

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- Strong critical thinking and problem solving skills
- Experience collaborating with community based organizations and other city agencies.
- Strong sense of discretion and professionalism
- Compassionate and approachable personality
- Able to manage behaviors and intervene in crisis situations
- Ability to create collaborative and positive relationships.
- Alignment with our mission and vision
- High expectations for students, colleagues, and themselves
- The flexibility and willingness to work in an entrepreneurial environment
- A professional, constructive, and team-oriented work style
- A deep level of personal responsibility for student learning, growth and behavior
- Deep sense of personal responsibility for achieving the school's mission and a "Whatever It Takes" mindset
- Ability to lift, physically contain and withstand unpredictable pushing or pulling by students up to adult size; ability to move quickly to avoid unpredictable physical interactions
- Bilingual in Spanish and English preferred

#### Desired Qualifications

- Bilingual - Spanish

#### Compensation

Salary for this position is competitive and commensurate with experience.