



**Steve Sallee**  
Superintendent

**SOUTHLAND SCHOOL DISTRICT #500**

203 2<sup>nd</sup> Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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**TITLE:** School Social Worker

**CLASSIFICATION:** Teacher Salary Schedule

**QUALIFICATIONS:**

1. Must hold current Minnesota Social Worker License
2. Must hold current School Social Worker License through Minnesota Department of Education

**REPORTS TO:** Building Principal

**JOB GOAL:** To provide proactive guidance and referral services to students, parents, and staff of the Southland School District.

**PERFORMANCE RESPONSIBILITIES:**

1. Proactively communicates to staff, specific student and family issues that may impact on the classroom setting.
2. Responsible for group or individual counseling sessions which allow students to examine situations or concerns within a confidential setting.
3. Responsible for maintaining confidential records and providing student specific information to parents, staff, and outside resources to help facilitate an organized plan to best help the student with their needs.
4. Responsible for providing resources and referral services for teachers and parents as well as timely follow up with parents and outside agencies on an ongoing basis as a way of ensuring the program is appropriate and being followed.
5. Responsible for home visits to discuss parental and student concerns and for the purpose of building school/family alliances.
6. Responsible for organizing and scheduling collaborative (wrap around) services if needed.
7. Responsible for identifying students who require special school services; serving on child-study and/or support teams; providing appropriate services for students with identified needs and acting as a resource and advocate for parents and staff.

8. Participates as a member of the district's crisis team and assists in organizing and maintaining the crisis team.
9. Employee is responsible to be knowledgeable about all district policy.
10. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

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Employee Acknowledgment

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Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

*Serving Adams, Dexter, Elkton, Johnsbury, Rose Creek and Taopi  
An affirmative action equal opportunity employer.*