

**Western Gateway Elementary School**  
**Job Description**

<https://westerngateway.school/>

**Job Title:** School Social Worker

**Job Classification:** Exempt

**Salary:** Based on experience & qualifications

**Contract Length:** Regular School Calendar & Hours

**Supervisor:** Head of School

**Approved By:** Heather Zacarias

**Date Approved:** 2/16/23

**Position Summary**

The school social worker mobilizes family, school, and community resources to enable children to learn as effectively as possible in their educational program. The school social worker connects at-risk children and their families with additional services and supports to promote their mental, social-emotional, physical, and academic well-being.

**Essential Duties**

1. Provides school social work services, including individual and group counseling, to students who are at-risk for school failure in order to improve their academic, personal, and social functioning.
2. Participates in Individualized Education Plan meetings as needed. Provides information and assistance to families to help them understand their child's educational disability and equip them with the tools necessary to support their child's educational and/or behavioral progress. Provides parent training and support as needed.
3. Acts as a liaison between the home, school, and community providers to access, mobilize, and coordinate services.
4. Provides information to students and parents about services available within the community. Makes referrals to community providers, as appropriate.
5. Maintains an accurate record of student, parent, and other contacts.
6. Facilitates instructional process in collaboration with school staff and community resources.
7. Counsels with at-risk students to promote self-awareness, self-identify, and positive social and academic skills.
8. Develops/delivers/evaluates student planning addressing academic goal setting and transition plans.
9. Manages community partnerships and school programs associated with those partnerships.

10. Manages child nutrition applications, including free and reduced lunch eligibility and lunch account balances.
11. Provides staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior.
12. Provides information to staff and parents to assist in crises and related issues that may affect the school climate.
13. Consults and coordinates with professionals and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians.
14. Monitors chronic absenteeism for students, contacting families with excessive tardies and/or absences to help families address potential barriers to student attendance.
15. Advocates for equitable access to programs and services for all students.
16. Mobilizes and coordinates family and community resources for parent engagement events and school programs.
17. Coordinates parent education programs with staff and the WGES PTA.
18. Participates in school leadership team meetings and decision making as requested.
19. Conducts home visits to offer supports that extend beyond the school campus.
20. Provides case management services in combination with other administrative staff.
21. Adheres to laws, policies, procedures, and ethical standards of the social work profession.
22. Communicates case findings and recommendations to teachers and other school personnel as needed.
23. Performs other duties as assigned.

### **Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Actively participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities and events.
3. Creates an effective learning environment through functional, purposeful, and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other school related duties as assigned by the Head of School or other appropriate administrators.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

1. Master's Degree in social work, counseling or related field OR Bachelor's Degree in social work or related field with one year of applicable experience.
2. Oklahoma licensure or under supervision for licensure as one of the following:
  - a. Licensed Master's Social Worker (LMSW)
  - b. Licensed Social Worker (LSW)
  - c. Licensed Clinical Social Worker (LCSW)

3. One year of graduate practicum experience in school setting or at least two years of post-Master's degree experience working with families and children.
4. Must possess ability to communicate effectively both verbally and in writing.
5. Must possess the ability to establish and maintain positive and effective working relationships with students, staff, parents, and the community.
6. Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.
7. Proficient Spanish skills in speaking, reading and writing is not required but preferred.

### **Communication Requirements**

Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving. Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

### **Evaluation**

Performance of this job will be evaluated by school administrator(s) using informal and formal observations conducted multiple times each year by evaluators using WGES measurement tool.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's or Master's degree in education or a related field. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Head of School, Director of Educational Services, Instructional Facilitator, and/or Special Education Coordinator

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned. Western Gateway Elementary School reserves the right to update, revise or change this job description and related duties at any time.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_