

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
School Social Worker	Assigned School	Principal
<b>JOB SUMMARY:</b>  Strengthen and encourage meaningfully interactions in children’s development through education and counseling; problem solve social and emotional issues and provide support and assistance to students, parents and staff to enable children to reach their full educational potential.		
<b>QUALIFICATIONS:</b>  Required to hold a baccalaureate or master's degree in social work from a program accredited by the Council on Social Work Education; and be currently licensed in Minnesota to practice as a social worker under the Board of Social Work; job experience preferred		
TASK NO.	DESCRIPTION WORK YEAR: 186 days	FREQUENCY

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|---|---|-----|
| 1 | Provide individual or small group counseling including for students with IEP’s and develop behavior and attendance plans to address student social and emotional needs.   | 50% |
| 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. | 15% |
| 3 | Team with regular education and special education teachers to provide student support in the classroom  | 10% |
| 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%  |
| 5 | Participate on child study teams, completing part of the evaluation and helping determine eligibility for service and appropriate programming.  | 5%  |
| 6 | Team with regular education and special education teachers to train staff on relevant topics related to children and families   | 5%  |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Participate on various District teams and committee.	5%
8	Maintain contact with professionals from community agencies to coordinate services offered to students and families.	2%
9	Attend meetings, workshops and training sessions as directed by supervisor.	2%
10	Perform other related duties as assigned.	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE