

**PUEBLO SCHOOL DISTRICT 60**  
**PROFESSIONAL JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Social Worker
<b>Prepared Date:</b>	7/30/2008
<b>Revised Date:</b>	9/25/2023
<b>Work Year:</b>	173 days
<b>Department:</b>	Exceptional Student Services or School Based Title Funds
<b>Reports To:</b>	ESS Specialist or School Principal
<b>Salary Range:</b>	APT Salary Schedule
<b>Benefits:</b>	Fringe Benefits based on Schedule C Benefits
<b>Status:</b>	FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the School Social Worker is to help students attain an optimum level of personal and social adjustment. In order to respond to the individual needs and abilities of students, the school social worker must work closely with the staff and administration of Pueblo School District 60.

**QUALIFICATIONS:**

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. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- Valid Colorado Special Services License with a School Social Worker endorsement or
- Willingness to enroll/complete an approved program from an accepted institution of higher

education within 3 years

- Master's Degree in Social Work or related field (Bachelor's Degree if entering an approved program)
- Valid Colorado Drivers License with reliable transportation
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience in a public school setting

**SKILLS AND KNOWLEDGE:**

- Understanding of the principles and processes to help students attain an optimum level of personal and social adjustment
- Ability to utilize strong interviewing techniques to gain an understanding of the client's situations, needs and strengths
- Ability to seek out and maintain up to date knowledge of local community resources for providing assistance by helping clients apply for benefits from government agencies, or referring them to organizations that provide resources like child care, healthcare, or food stamps, summer programs, extra-curricular supports
- Demonstrate and utilize knowledge for the prevention of bullying, aggression, inappropriate social interactions, and excessive absenteeism
- Demonstrated ability to work productively with the combination of teachers, school psychologist, administrators and families to identify, intervene and teach behaviors and skills that maintain continuous improvement of a positive and safe school climate
- Skilled in the de-escalations and interventions supports needed during school crisis events- such as severe injury, emotional traumas, tragic events, etc. both for individuals and community level events
- Knowledge of treatment documentation methods and privacy requirements for data
- Ability to write specific learning goals, objectives and outcomes
- Ability to analyze and use multiple data sources to make sound instructional decisions
- Ability and willingness to collaborate with colleagues and actively participate in professional learning communities
- Ability to use technology and incorporate/teach 21st century skills
- Computer expertise or an expectation to learn Infinite Campus
- Positive public relation skills, professionalism, strong work ethic, ability to develop positive relationships with school and community
- Ability to demonstrate the communication skills with students, parents, and teachers to enhance the educational, personal, and social aspect of each student
- Strong commitment to system change and strong evidence of being a "team player"
- Ability to be flexible

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Assume role as a member of a child study team
- Administer, score and interpret social work assessments; observe child
- Provide short-term counseling and consultation services for students staffed to his/her caseload
- Provide consultation services relating to children with disabilities
- Write and keep appropriate, accurate reports and records
- Assist in the early recognition and prevention of educational problems.
- Monitor student progress and make informed, timely educational decisions.
- Participate as a team member in comprehensive evaluation, review and re-evaluation processes.
- Participate in the development of the student's Individual Education Plan.
- Consult with students regarding their learning and behavioral support needs and counsel them as necessary.
- Refer students and their families to appropriate community agencies and services.
- Consult with parents, teachers, administrators and others concerning the needs of students and special services that are available.
- Assist teachers in the development and implementation of appropriate classroom behavioral support strategies and social skills instruction.
- Assist with public awareness activities that lead to a better understanding of the needs of exceptional children.
- Make classroom presentations to promote social and emotional wellbeing.
- Assist with the inclusion of exceptional students into the regular general education classroom.
- Cooperate with agencies serving students and their families.
- Order and maintain an adequate inventory of materials and supplies needed for position.
- Maintain appropriate confidential records and provide timely reports as required and approved by Medicaid.
- Keep abreast of new information, innovative ideas, and techniques.
- See that school district policies are observed during all activities.
- Obtain prior approval for all special activities and expenditures.
- Adhere to all district health and safety policies

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned ESS Administration

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable

- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Sitting			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)	<b>X</b>				
Crawling	<b>X</b>				
Crouching (bend at knees)		<b>X</b>			
Stooping (bend at waist)		<b>X</b>			
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation			<b>X</b>		
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>		<b>X</b>			
Lifting/Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; daily work schedules will vary depending on student and school needs.