

## LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

**JOB TITLE:** School Social Worker  
**JOB GOAL:** Provide emotional, mental, and professional support to students, and guide them through steps to promote their positive behavior.  
**REPORTS TO:** Principal  
**QUALIFICATIONS:** Illinois Teaching Certification with appropriate endorsements.  
Read, understand and follow verbal and written directions.  
Utilize applicable technology to support performance responsibilities.

### DUTIES AND RESPONSIBILITIES:

#### General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### Specific

1. Develop, deliver, evaluate and revise the school counseling program.
2. Assist students in the areas of academic, social, behavioral, and emotional development as well in career awareness.
3. Provide individual and small group counseling in a variety of settings.
4. Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting.
5. Provide in-service training and make presentations to staff.
6. Make appropriate referrals of students and parents to outside agencies.
7. Participate in activities that contribute to the effective operation of the school.
8. Monitor and advise students of their progress and provide on-going communication with parents.
9. In collaboration with teachers, parents, and staff, prepare students for transition to the next levels.
10. Adhere to ethical standards and best practices of state and national school counselor associations.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

### EVALUATION:

Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

### TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Collective Bargaining Agreement.