

## School Social Worker – Job Description

The school social worker at Grace Lutheran School is a part time position. It is a 6 hour/week position ideally split over 2 days/week. Ideally, the person for this position has a C-SSWS or is actively working towards it. Responsibilities include but are not limited to...

### Counseling

- Work with students who have social work as an identified intervention in their IEP.
- As time allows, work with other students who may be dealing with challenging life issues.

### Instruction

- Lead our Erin's Law instruction in all grades.
- Work with teachers to lead team building or conflict resolution lessons when necessary.
- Lead lessons that deal, for example, with how to handle situations with strangers.

### Collaboration

- Work with the teachers on how to best support our students in need.
- Work with teachers to provide ideas for how to support students within the classroom.
- Work with parents to provide ideas on the best ways to support students outside of school.
- Advocate for students in need.
- Collaborate with Principal on services for students in need.

### Management

- Manage paperwork documenting services provided to students who have social work in their IEP.

## General Job Description for all Teachers

Grace Lutheran School – River Forest, IL

### Classroom Environment

A GLS teacher must establish a culture of cooperation and respect within the classroom. This includes but is not limited to...

- Creating a positive, supportive space where all students feel welcome and emotionally safe, including
  - o Interactions between teacher and students
  - o Interactions amongst students
- Being able to monitor and maintain classroom behavior in a positive, constructive manner so that everyone can learn
- Establishing relationships with students that allow you to get to know them beyond their academic performance
- Organizing and managing classroom procedures effectively
- Arranging the physical environment to complement the learning atmosphere

### Planning and Preparation

A GLS teacher must be well prepared for delivering the lessons of the day. This includes but is not limited to...

- Demonstrating command of the subject matter
- Selecting instructional goals and differentiating to meet the needs of diverse learners
- Developing a plan and method for evaluating student work in line with instructional goals
- Using student performance data in preparation for instruction

### Instruction

Instruction at GLS should take on a variety of forms based on the lesson being taught. Each lesson should include...

- Communicating clearly the objective and purpose of the lesson
- Communicating clear directions and procedures within the lesson
- Keeping all students involved in the lesson
- Providing a summary of key points of the lesson

Over the course of various units, instruction should include but not be limited to ...

- Using materials outside the textbook to enhance learning
- Using technology to enhance learning
- Monitoring student progress and using formative assessment to adjust instruction
- Using a variety of forms for summative assessments.

### Communication

A GLS teacher must display effective verbal and written communication skills with students, parents, colleagues, and administration. These include but are not necessarily limited to...

- Delivery of lessons that students understand

- Ability to communicate classroom expectations with students
- Weekly written communication with parents
- Phone calls or e-mails to parents when student work or conduct warrants it
- Maintain a teacher web page

### Professional Responsibilities

A GLS teacher must take care of the following professional responsibilities...

- Maintain current and accurate student records
- Participate in professional development to keep curriculum and instructional practices current
  - o Attend conferences, read journals, view webinars, etc.
- Collaborate and communicate professionally with parents
- Collaborate and communicate professionally with co-workers
- For full-time teachers, regular attendance at faculty meetings and participation on faculty committees

As an educator in a Christian school, a GLS teacher is also expected to...

- Establish a caring relationship with each student
- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct
- Attend church and school events in support of students