



Job Title: School Social Worker

Location: West Central Education District with placement at Melrose Elementary School

Reports To: Building Principal and WCED Director of Special Education or WCED Special Education Supervisor

Position Overview:

The School Social Worker supports students whose social, emotional, behavioral, or family needs interfere with their academic performance or well-being. They serve as a liaison among home, school, and community to promote the success and safety of students.

Essential Functions:

- Provides direct support and intervention services to students and families experiencing social, emotional, or behavioral challenges.
- Collaborates with teachers, administrators, parents/guardians, and outside agencies to coordinate services that support student learning and well-being.
- Participates in child study teams, special education evaluations, and other multidisciplinary staffings.
- Supports crisis intervention efforts and provides consultation related to students' mental health and safety needs.
- Maintains accurate and timely documentation of services, parent/guardian contact, and student progress.
- Participates in Multi-Tiered Systems of Support (MTSS) processes.
- Adheres to all due process and compliance requirements.
- Promotes positive public relations and communicates effectively with students, families, staff, and community partners.
- Follows all policies and regulations.
- Regular and prompt attendance is essential.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the principles and practices of school social work.
- Knowledge of crisis intervention methods and community resources.
- Ability to establish and maintain effective working relationships with students, families, school staff, administrators, and outside agencies.
- Ability to demonstrate confidentiality, sound judgment, and cultural competence.
- Ability to manage a variety of responsibilities and respond flexibly to changing priorities.
- Skilled in verbal and written communication, including the ability to write clearly and concisely.
- Ability to use current technology and software to maintain documentation and communicate effectively.

Education & Experience:

- Bachelor's Degree in Social Work (Master's preferred)
- Experience working with children, youth, and families in a school or community setting preferred

Salary Range: \$45,702–\$90,062 depending on education and experience

Licenses, Certifications, & Registrations:

- Licensed as a School Social Worker by the Minnesota Professional Educator Licensing and Standards Board (PELSB)



WEST CENTRAL EDUCATION DISTRICT

-Licensed by the Minnesota Board of Social Work (LSW, LGSW, LISW, or LICSW)

-Valid Driver's License

To Apply:

Internal Applicants: Email your interest to Erin Hoffman at ehoffman@wced6026.com.

External Applicants: Email the completed [job application](#), letter of interest, and 2 letters of reference to Erin Hoffman, Executive Director at ehoffman@wced6026.com.