

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

District Division Chair for School Social Workers

Supervisor: Director of Student Support Services

FLSA Status: Exempt **Employee Group:** Differential

Qualifications:

1. Valid Illinois Licensure, currently registered.
2. Ability to develop effective professional relationships with colleagues and Administrators.
3. Current employee of Harlem School District.

Terms of Employment:

- Differential
- Year to Year Contract

Duties and Responsibilities:

1. Provide leadership in the MTSS process by providing resources and professional development for social workers in effective research-based MTSS interventions and progress monitoring tools.
2. Under the direction of the Director of Student Support Services, plan and facilitate monthly meetings with District social workers.
3. Assist supervisor in reviewing data to make decisions about effectiveness of District program and interventions.
4. Support social workers that are new to the District by providing training on District procedures related to social work.
5. Maintain professional development resources and shared documents on the District shared drive.
6. Under the direction of the Director of Student Support Services, plan and facilitate district professional development on School Improvement and/or Institute Days.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
9. Represent the Harlem Consolidated School District in a professional manner.
10. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.