



**CORNERSTONE**

1611 Ames Avenue ♦ St. Paul, MN 55106

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## **Cornerstone Montessori Elementary School Job Description**

**Job Title:** Licensed Social Worker  
**Reports To:** Head of School  
**Approved By:** Board of Directors

### **SUMMARY**

Plans and develops, under the guidance of Administration, instructional materials, lessons, and other activities to support Cornerstone's goals and objectives in accordance with the mission statement. The Licensed Social Worker is responsible for providing Tier 2 interventions to children who require additional social-emotional or behavioral support, so that they have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth; provides School-Based Mental Health support to children who need 1:1 time with a qualified therapist; and works with families to offer resources and parenting support, as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conduct ongoing formal and informal assessment of children's behavior needs and skills.
- Prepare and conduct lessons for children whose behavior needs/skills are labeled at risk or below grade level.
- Communicate with families regarding children's behavior needs/skills and progress.
- Collaborate with general education teachers to plan curriculum and jointly support content learning.
- Participate in ongoing staff, team, and individual professional development.
- Facilitate the process of exiting students from interventions.
- Document minutes spent with each child, progress attained, and start/end dates for interventions.
- Provide 1:1 School-Based Mental Health sessions to children whose behavior needs/skills are identified through the Child Find process.
- Offer resources and parenting support to families as requested.
- Support staff and children in transition times, lunch, and recess as assigned.

### **QUALIFICATIONS**

- Valid MN Teaching License in Community Social Work.
- First Aid and CPR certification
- Prior successful experience in urban, multicultural education desirable.

- Demonstrates continued professional development through course work, research, peer collaboration, and/or job-embedded staff development.
- Working knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective.

### **SCHEDULE**

The Community Social Worker is a 0.5-1.0 FTE position. The Social Worker is expected to work in accordance with the FTE determined with Administration, between 8:00 and 4:30. These hours are to include preparation and child-contact time. A 30-minute unpaid lunch break is permitted.