



**NATIVITY JESUIT**  
ACADEMY

**Updated January 2023**

**Open Position:** School Social Worker

**Role (hiring for one of the following):** School Social Worker or School Counselor

**Position Type:** Full Time

**Start Date:** July 1, 2023

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

**Student and School Supports:**

- Oversees school-wide social-emotional curriculum implementation. This could include but is not limited to:
  - Monthly modeling of lessons for teachers
  - Professional development seminars
- Collects, analyzes and utilizes data to drive student success
- Develops behavioral intervention plans, rooted in data, to increase academic and social success and supports teachers with implementation in the classroom.
- Utilizes small groups and one on one interventions to address the following areas of student support:
  - truancy and attendance issues
  - self-regulation and executive functioning skills
  - age-appropriate social interaction skills
  - acceptance and understanding of self and others, conflict resolution, and anger management.
  - additional personal, social, or behavioral problems affecting the student’s educational situation (any educational issues/school adjustment, etc.)
- Assists Learning Services Coordinator with the development of relevant materials and strategies according to a student’s Individual Education Plan (IEP).
- Provides behavioral and/or crisis interventions and, when necessary, seeks outside student support.
- Observe and refer students with regards to mental health concerns.

- Enforces administration policies and rules governing student behavior.
- Responsible for documentation of student meetings, creation of official records, and necessary communication of these materials to relevant stakeholders
- Provides teachers with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior.
- Develops teacher in-service training and student/parent workshops related to pertinent behavioral and social-emotional supports.
- Serves on the Student Support Team.
- Contributes to a team effort designed to accomplish common goals.
- Performs other duties as needed.

### **Family and Community Supports:**

- Confers with stakeholders which includes but is not limited to
  - discussing students' progress which resolve behaviors, academic challenges, and other problems due to outside factors
  - determines priorities for students regarding the necessary resources
  - Provides resources and support to stakeholders to support their scholar outside of school
- Coordinates with community resources such as social and mental health agencies to facilitate adequate student support.
- Works in conjunction with Sixteenth Street Community Clinic or other service providers to determine student referrals, coordinate schedules, and establish communication pathways.
- Maintains updated information on community resources
- Leads parent educational workshops related to mental health
- Case manages ongoing plans for each student including outlining the process for assessment and following up with the family.
- Identifies cases of abuse or other family problems and encourages students/parents to seek additional assistance from mental health professionals.
- Identifies and reports child abuse and neglect.
- Provides information regarding school law and school policy including, but not limited to The Individuals with Disabilities Education Act (IDEA) and Section 504.
- Attends meetings, educational conferences, and training workshops as needed.
- Assists in other social-emotional supports as directed by the Principal.

### **Professionalism:**

- Proactively creates an atmosphere in which confidence, understanding and respect result in positive relationships with students, faculty, staff and families.
- Clear and ongoing communication with all stakeholders including Nativity leadership, outside agencies and providers, students, and families as needed.
- Adheres to the ethical and moral standards of the role.
- Leads with openness and transparency in relationships with the team and all stakeholders.
- Observes relevant legal standards and maintains accurate and complete student records as required by law, Archdiocesan policies, and NJA administrative regulations.
- Establishes and actively maintains a solutions-oriented and professional relationship with all colleagues, students, parents, and community services/contacts.
- Exhibits technological skills as they apply to the job (data draws, record keeping, presentation skills, etc.)
- Follows school policies, i.e., completing daily time requirements, dressing professionally, attending all team meetings and in-service activities.

## **Position Qualifications/Characteristics:**

### **Required:**

- Experience with pupil services or related field (school counseling, school social work, school psychology)
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods, and the assessment and treatment of behavioral and affective disorders.
- Knowledge of principles, methods, and procedures of diagnosis, treatment, and rehabilitation of physical and mental dysfunctions.
- Strong organizational, communication, and case management skills.
- Strategic summer planning meetings and participation in key summer programs will be expected.

### **Preferred:**

- Master's degree in student service/pupil services related field (i.e. social work, counseling, Special Education, BCBA certification, etc.)
- At least three years of relevant work experience with children.
- Spanish-speaking ability is preferred.

## **How to Apply:**

Send resume, cover letter and three references to:

Vanessa Solis, President  
Nativity Jesuit Academy  
1515 South 29<sup>th</sup> Street  
Milwaukee, WI 53215  
[solisv@nativityjesuit.org](mailto:solisv@nativityjesuit.org)

In the cover letter, address the following questions:

- What influenced you to work in schools and support students in this area?
- How do you see social-emotional and behavioral supports fitting with the academic needs of students?
- How do you see yourself connecting with all stakeholders (teachers, parents, administrators, and others in the community) in this role?

*Applicants that do not include a resume, cover letter and three references will not be considered a complete application and will not be reviewed.*