

Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION

Position Title: RAES Social Worker

Location: Galesburg, Illinois

Department: Regional Alternative Education Services

Reports to: Principal and Assistant Director of Regional Alternative Education Services

FLSA Class: Exempt

Revised Date: 11/24/2025

SUMMARY

This position is responsible for providing support to Regional Alternative Education Services Program students, families, staff, and community agencies to help students overcome barriers to learning, improve behavior, and to assist in successful transitions back to home schools.

DUTIES & RESPONSIBILITIES

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1. Greet students every day.
2. Provide individual and group counseling focused on behavior regulation, coping skills, conflict resolution, attendance, trauma-informed support, and social emotional well being.
3. Maintain confidential, organized case notes and meet all state reporting requirements.
4. Follow student handbooks and student discipline policies.
5. Conduct needs assessments, develop student support plans, and monitor progress.
6. Maintain a manageable caseload and provide consistent, structured support tailored to each student's needs.
7. Implement evidence-based interventions appropriate for at-risk youth.
8. Respond to crisis situations, conduct risk assessments, provide de-escalation support, and develop safety plans as needed.
9. Participate in the crisis response team and support staff in managing behavioral emergencies.
10. Adhere to ISBE, district, and RSS guidelines, including Code of Ethics for School Social Workers.
11. Deliver classroom or small-group lessons on SEL topics (e.g., bullying prevention, coping skills, and conflict resolution).
12. Meet regularly with the RAES Principal and Assistant Director and attend approved professional development.
13. Participate in staff meetings and continuous improvement processes.
14. Assist with public relations for RAES: newsletters, press releases, community communications, etc.
15. Contribute in planning of community engagement and school functions. Assist with scheduling volunteer opportunities.
16. Align opportunities with other student service programs to coordinate guest speakers, mentors, community services, etc.
17. Work with students to encourage student enthusiasm for the learning process, the development of good study habits, and meeting social emotional needs.
18. Advocate for student needs during team meetings, IEP meetings, and parent conferences.
19. Collaborate with all staff to promote a supportive school climate.
20. Maintain regular contact with parents/guardians, no less than a minimum of two contacts per month per student.
21. Conduct social development studies and provide input during IEP meetings and 504

- plans when needed.
22. Share responsibility during the school day for the supervision of students in all areas of the school.
 23. Work with students one-on-one as needed, or requested.
 24. Communicate with administration and teachers regarding significant student concerns.
 25. Maintain Partnerships with local mental health agencies, DCFS, probation, law enforcement, and other service providers.
 26. Participate in MTSS/RTI processes to provide input on tiered supports.
 27. Coordinate referrals for outside counseling, crisis services, or wraparound services.
 28. Build strong relationships with families to support student growth, behavior goals, and attendance.
 29. Assist in planning of community engagement and school functions.
 30. May be required to perform other tasks as assigned by the Principal of Regional Alternative Education Services and Assistant Director.

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31. Maintain updated Google Calendar.
32. Complete all required employee documents in an accurate & timely manner per ROE, State, and other grant requirements.
33. Practice high ethical standards and maintain confidentiality.
34. Engage in Professional Development per ROE/position requirements.
35. Follow and enforce all State, Federal, and ROE guidelines and policies in a professional manner.
36. Maintain turnover files (ROE#33 Purple Binder).
37. Attend all ROE and program meetings as required by supervisor.
38. Join and participate in a ROE Committee, including attendance and engagement at meetings.
39. Shows up, is prepared, and follows through on commitments with thorough, timely, and consistent work (Dependability).
40. Willingness to change and/or compromise when needed (Flexibility).
41. Follows the attendance policy in the ROE handbook (Attendance).
42. Arrives prepared and ready to work at the scheduled time for meetings, events and work (Punctuality).
43. Takes initiative in problem solving by implementing and suggesting solutions to problems independently (Problem Solving).
44. Positively contribute both internally and externally to the culture and climate of the ROE (Attitude).
45. Take initiative to work independently on a consistent basis to meet expectations of the job by staying on task and completing job duties without constant supervision (Works without Supervision).
46. Maintain positive relationships both internally and externally that improve the ROE's culture and climate (Interpersonal Relations).
47. Work is completed thoroughly, timely, and consistently (Quality of Work).
48. Ensure consistent and clear communication with supervisor, colleagues, students/families, and stakeholders (Communication Skills).
49. Follow ROE Dress Code consistently (Appearance & Grooming).
50. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Bachelor's Degree in education or related area required.

2. Knowledge of Google Suite and Microsoft Office programs including Word, Excel, Access, PowerPoint, etc. and Virtual Meeting Platforms.
3. Ability to lift and carry up to 20 lbs.
4. Ability to push/pull up to 10 lbs.
5. Must have excellent oral and written communication skills and an acceptable/courteous manner.
6. Understanding and awareness of multicultural needs
7. Ability to maintain a positive and collaborative relationship/attitude across all ROE programs.

SCHEDULING

The work hours for this position are Monday through Friday 7:30 a.m. to 3:30 p.m. based on the ROE Calendar, 7.5 hours per day and 37.5 hours per week. The schedule is subject to change with ROE demands. This position adheres to the ROE (Rest of Employment) calendar, with the month of July designated as paid time off in lieu of traditional vacation time.