



— A C A D E M I A —  
**CESAR CHAVEZ**  
*¡SÍ SE PUEDE!*

### Job Description

Located on the eastside of Saint Paul, Academia Cesar Chavez is a public charter school founded in 2000, serving students PreK through 8th Grade. Academia Cesar Chavez is a community-based, Dual-Language Bilingual school with a focus on honoring the lived experiences and cultural backgrounds of all students and their families through our core values of **Identity, Solidarity, Intellect, and Justice**.

## School Social Worker

Department:	Academic - SPED
Reports to:	Special Education Coordinator
Management Role:	Non-Manager
FLSA Status:	Exempt

## Position Overview

The School Social Worker promotes the general wellbeing of students at Academia Cesar Chavez, advocating for their socioemotional health, connecting their families to community resources, and collaborating with faculty to ensure student academic success.

## Responsibilities

- Provide culturally-responsive social work and intervention services in a school-based setting to students and their families
- Provide information on local and community resources to families as needed
- Lead student groups to promote prosocial development and learn healthy coping strategies
- Consistently communicate and collaborate with colleagues to build student success
- Conduct and support classroom guidance for all grade levels
- Work closely with the Special Education team to support student IEP goals
- Respond to crisis situations in accordance with school protocol
- Participate as a member of the Child Study Team
- Assess mental health and safety needs of students identified by staff
- Build rapport with families to stay in communication work collaboratively to support their student
  - Learn and stay attuned to the cultural dynamics and communication styles present, adapting as necessary
- Share positive and exciting milestones with families about their student as they arise
- Attend and support school-hosted community events
  - Reach out and engage with family members present
- Maintain confidential records in compliance of all applicable laws, including 504 documentation
- Conduct home visits as needed
- Serve as point-of-contact for students with custody situations, informing appropriate staff
- Work with county services as needed

*Other duties as assigned*

## Qualifications

- Masters of Social Work
  - Currently licensed in the state of Minnesota as an LSW, LISW, or LICSW
- Fully bilingual in both English and Spanish

- Prior experience in a school-based setting preferred
- Prior experience with students with IEPs preferred

## **Skills & Traits**

Candidates must:

- Be driven to empower students from historically-underserved communities
- Work collaboratively with colleagues as part of a team
- Demonstrate the ability to prioritize and respond to needs across multiple settings
- Maintain a calm and collected demeanor in difficult and/or emotional situations
- Be dedicated to doing whatever it takes to support all students achieving academic success
- Learn how to value all kinds of skills that students bring to the classroom
- Demonstrate alignment with the educational philosophy and core beliefs of Academia Cesar Chavez

## **Schedule**

This is a 10-month position, from August to June. The typical work day is 7:15am to 3:15pm, Monday through Friday, with occasional extended times to accommodate for staff meetings and schoolwide events.

## **Compensation**

Competitive salary for this position is based on skills and experience of the candidate, with reviews and adjustments occurring annually. A comprehensive benefits package is included.

To apply, please email your resume, cover letter, and references to [hr@cesarchavezschool.com](mailto:hr@cesarchavezschool.com)

**Academia Cesar Chavez**  
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