



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title:** Elementary School Social Worker/Adjustment Counselor

**Job Summary:** The Elementary School Social Worker (ESW) assists students in Grades K-5 with personal, psychological and environmental issues that affect their school performance, behavior and socialization. The social worker partners with the school counselor to assess student needs and deliver services and programs to support students and maximize their ability to access the curriculum. The social worker works closely with administrators, teachers, parents/guardians, nurses, psychologists, social workers, special educators, community-based resources and others. Through individual counseling, groups, strategic classroom lessons, and parent and educator workshops, social workers also address issues relevant to the general school population.

**Performance Responsibilities:**

- Providing crisis intervention, counseling services, support and case management to students and their families
- Making referrals for students and families to community resources as needed
- Serving as a liaison between the families and school to promote collaboration in the educational and social emotional planning for students
- Participating in case conferences involving other school employees and community supports
- Completing student observations and bio-psychosocial assessments to assist in intervention planning
- Assessing child mental health needs and implementing short term, frequent and strategic interventions
- Completing home visits as needed to establish positive communication between students and their parent/guardian around identified issues
- Facilitating groups for identified at-risk students to develop coping, social and decision making skills
- Participating in the Section 504 and Special Education processes as required
- Developing and conducting parent/guardian educational workshops on issues related to child development, stress reduction and parenting strategies
- Facilitating parent support groups
- Collaborating with administration and teaching professionals to implement and monitor the efficacy of behavioral strategies, working closely with school counselors and nurses
- Participating in Mental Health Teams, Child Protection Teams, Data Teams and other building-based teams to develop interventions to promote students success

- Developing and providing professional learning for staff related to social emotional issues that impact learning and behavior in the classroom
- Providing consultation to classroom teachers and other school personnel regarding student needs
- Collaborating with school personnel to develop additions to the curriculum in the areas of resiliency and student mental health
- Serving on district wide committees addressing behavioral, emotional and social issues that impact students learning

**Qualifications:**

- Massachusetts Department of Elementary and Secondary Education licensure as a School Social Worker/School Adjustment Counselor required
- Master's degree
- Experience preferred
- Diversity is a core value of WPS. We are committed to building and sustaining an inclusive school environment for all and seek to hire team members who will enrich our diversity.

**Evaluated by:** Assistant Director of Special Education, Director of School Counseling, or Department Head of Student Services (depending on school assignment)

**Work Year:** In accordance with the terms of the WEA Unit A collective bargaining agreement

**Salary/Benefits:** In accordance with the terms of the WEA Unit A collective bargaining agreement

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

**Formatting updated:** February 9, 2026