

## Overview

North Metro Flex Academy is seeking proposals from qualified School Social Work providers to offer special education services for students with disabilities and or are in initial evaluations. The role of the School Social Worker is to further our school's mission to provide a high-quality education that produces students capable of exemplary levels of critical thinking and achievement. The position involves working collaboratively within the Special Education Department and the broader NMFA community to support student development by facilitating the identification, accommodation, and instruction of special education needs.



North Metro Flex Academy is a public charter school that serves grades Kindergarten-8th grade. Our community is committed to producing students capable of exemplary levels of critical thinking and achievement. In our school, we use exceptional curriculum, tools, and teaching to maximize student success in life. Our vision is to prepare a diverse community of elementary and middle school students to be successful in high school, post-secondary and in their chosen vocation through a flexible learning experience that develops analytical, compassionate, disciplined and self-directed learners.

## Scope of Work

The selected vendor will be responsible for providing School Social Work services. The scope of work includes, but is not limited to:

- The School Social Worker provides direct and indirect social, emotional, behavioral, and family support services to students, families, and staff to promote student success and well-being.
- Provides assessment and intervention services to address barriers that impact student attendance, behavior, social-emotional functioning, and academic achievement.
- Conducts social and developmental histories, functional assessments, and other evaluations as part of the special education evaluation process to determine eligibility for special education services and support planning.
- Assists in identifying social, emotional, behavioral, environmental, and family factors that may affect a student's educational performance.
- Participates in comprehensive evaluations and reevaluations to determine eligibility for special education services or continuing need for special education services.
- Ensures that proper procedures, methods, and timelines are followed in accordance with federal laws, Minnesota statutes, and other applicable guidelines.
- Provides individual and small-group counseling services to support students' social-emotional development, self-regulation, conflict resolution, and coping skills.
- Consults with special education and general education personnel regarding student social, emotional, behavioral, attendance, and family-related concerns.
- Assists in the development and implementation of intervention plans, Functional Behavioral Assessments (FBA), Positive Behavior Intervention Plans (PBIP), and other student support strategies.
- Participates in site-based student intervention teams, problem-solving teams, and Individualized Education Program (IEP) meetings to develop intervention strategies and support student success.
- Serves as a liaison between the school, family, and community agencies to coordinate services and connect families with appropriate resources.
- Supports student attendance initiatives through monitoring, intervention planning, family outreach, and collaboration with school staff.
- Provides crisis prevention, crisis intervention, risk assessment, and follow-up support for students and families experiencing emergency or traumatic situations.
- Assists with school crisis prevention and crisis intervention teams.
- Collaborates with community mental health providers, county agencies, and other service organizations to ensure coordinated support for students and families.
- Maintains appropriate records, documentation, and case notes in accordance with district policies, state regulations, and professional standards.

## Submission Deadline

Proposals must be submitted by **June 12th, 2026 at 4:00pm**. Late submissions will not be considered. All proposals should be submitted electronically to [info@nmfamn.org](mailto:info@nmfamn.org)

For questions or additional information, please contact the email above.