

**Position Title:** School Social Worker  
**Department:** Student Services  
**Reports To:** Director of Student Services  
**Contract:** 205 Days



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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain contact with parents and teachers of caseload students on a consistent basis to share information and give feedback on student progress. Conduct home visits of caseload students as appropriate.
- Provide linkage with community services; monitor services received and advocate for the services of students in the community and school.
- Foster professional relationships with school-based agencies, private agencies, and school counselors working in districts in order to support students and families, through regular meetings and communication.
- Act as a liaison between student, family, teachers, and participate in interdisciplinary teams (IEP, RTI, PBIS) including administration meetings and outside service providers networks to support student achievement, social, emotional, or behavior concerns.
- Regularly meet with administration and school counselors to develop a plan for social work interventions.
- Provide short-term counseling services via individual or group counseling to identify students and case management services to students and families as needed. Develop coordinated intervention strategies for caseload.
- Provide clinical consultation to staff and administration on mental health concerns, functional behavior assessments, classroom behavior interventions, and crisis intervention when needs arise.
- Maintain appropriate documentation regarding communication with students and parents, as well as services provided and regularly communicate to district administration.
- Coordinate educational workshops for parents, staff, and conduct classroom lessons surrounding a variety of topics (e.g. mental health, coping skills, healthy relationships, etc.) based on needs/data.
- Monitor the attendance, behavior and academic progress of caseload students.
- Additional duties and responsibilities as assigned.

**EDUCATION and/or EXPERIENCE:**

- Required:
  - Bachelor of Social Work degree (BSW)
  - Ability to pass required background checks per Board policy
- Preferred:
  - Valid Ohio LSW or Ohio Licensed Independent Social Worker (LISW)
  - ODE Pupil Personnel License for School Social Worker or
  - MSW in order to obtain a temporary Pupil Personnel License through ODE.
  - 1-3 years employment experience as a social worker, preferably in educational setting

**OTHER SKILLS and ABILITIES:**

- Ability to maintain confidentiality of student and staff information.
- Ability to efficiently operate various software platforms, including but not limited to Google suite, DASL, ProgressBook, and IEP Anywhere.
- Ability to take initiative on tasks to streamline and increase efficiency in work flows.
- Ability to develop effective working relationships with students, staff and the school community, as well as other districts and service providers.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.