

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: District Social Worker and Student/Family Support Specialist

Reports to: Assistant Superintendent

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: Assist students with academic learning by providing strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process. Working with parents/guardians, teachers, school principal, community-based resources, mental health specialists, and counselors, the district social worker implements strategies that promote students' positive school adjustments. The district social worker is also a member of the Department of Student Services.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Identifies and assesses academic problems through analysis of factors impinging on student adjustment including factors in the home, school and community
- Serves as a liaison between families and the school to positively promote collaborative processes in educational planning for students by encouraging parent/guardian participation in the school setting
Completes psychosocial assessments to assist in the determination of special education services
- Determines and implements appropriate therapeutic strategies to effect changes in behavioral-social interactions of students and their families
Provides individual and group therapeutic counseling to students and their families
- Provides parent/guardian educational workshops on identified issues related to child development, stress reduction, discipline and safety, and teacher/parent/student communication
- Collaborates with school staff and other school system personnel in implementing strategies to promote student learning
- Participate as a member of the IBP, RTI, and other school based teams to develop interventions for promoting students' academic success
- Serves on both school-based and system-wide committees to address educational issues, adjustment problems, safety issues, and program development for students
- Provides crisis intervention services
- Provides social work case management for students and families
- Provides staff consultation on behavioral-emotional-environmental factors that impact learning
- Conducts staff development on issues related to social-emotional-environmental factors that impact learning
- Develops programs to address parent/guardian participation in the school and student engagement in the educational process
Conducts classroom meetings, psycho-educational social skills groups, and classroom presentations on identified areas of concern for the students
- Maintains required clinical records and submits appropriate documents for statistical reports with adherence to program standards in school social work
- Conducts home visits related to establishing communication and positive connections between the parent/guardian and school setting around identified issues
- Completes risk assessments on referred students
- Complete functional behavior assessments on identified student

Other Duties and Responsibilities:

1. Maintains open/effective communications. Serves as reliable information resource:
 - Actively participates in staff meetings, conferences and other required school activities.
 - Communicates program objectives/performance expectations to students/parents and staff.
 - Provides prompt notification of personal delays or absences.
 - Refers district policy interpretation questions to the appropriate administrator.
 - Uses active listening/problem-solving techniques.
 - Resolves issues tactfully.
2. Pursues opportunities to enhance professional performance:
 - Participates in training to keep current with professional standards associated with work duties.
 - Updates skills as needed to use available task-appropriate technology effectively.
 - Works towards mastery of individualized development/performance goals as directed.
3. Takes precaution to ensure safety. Helps manage/eliminate risks:
 - Implements effective pupil management procedures.
 - Provides appropriate student supervision.
 - Maintains high standards for appropriate conduct.
 - Recognizes and responds to prevent aggressive behavior or harassment.
 - Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.
4. Performs other specific related duties as directed:
 - Assists with unexpected/urgent situations as needed.
 - Helps implement building initiatives that advance district goals.

Qualifications:

- Valid State Department License or certificate in Social Work.
- Ability to influence the district's cultural environment and implement improvements that help students benefit from the educational program.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable implementation strategy.
- Complies with drug free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates the ability to work with students, parents/guardians, counselors, mental health staff and administration.
- Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately.
- Evaluates options thoroughly.
- Develops responsible solutions to resolve issues.

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- General computer skills

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Interaction with unruly students
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional travel
- Occasional evening/weekend work

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Re - Adoption date: April 16, 2025