

Educational Service Center of Central Ohio
Job Description

ALTERNATIVE EDUCATION SCHOOL SOCIAL WORKER

Minimum Qualifications:

- Valid Board license by the Counselor, Social Worker, Marriage and Family Therapist Board. (LSW, LiSW, or LiSW-S)
- Valid Pupil Services license from the Ohio Department of Education (ODEW).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisites and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Exempt

Reports To: Director of Student Services and Coordinator of Special Education.

Job Objectives: School social workers assist students with academic learning by providing strategic services that identify and address the social-emotional and behavioral complexities that interfere with the educational process. Working with parents/guardians, school staff, and community-based resources, the school social worker implements strategies that promote student achievement and is the link between the school, home, and community.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance or intended to be all-inclusive."

- Identify and assess academic concerns through analysis of factors impinging on student adjustment, including factors in the home, school, and community.
- Effect change for the student by educating school staff on non-academic barriers to learning, and providing coaching and modeling of evidence-based practices to support student wellbeing and self-determination.
- Determine and implement appropriate therapeutic strategies to effect change in social-emotional and behavioral dynamics of students and their families.
- Serve as a liaison between families and the school to promote positive collaboration in educational planning for students by encouraging parent/guardian participation in the school setting.
- Complete biopsychosocial assessments, as necessary.

- Provide direct intervention to students through individual and group therapy.
- Provide crisis intervention services, and coaches/models de-escalation techniques to support safe schools.
- Provide parent/guardian educational workshops on identified issues related to child development, stress reduction, discipline and safety, and teacher/parent/student communication.
- Collaborate with school staff and other school system personnel in implementing strategies to promote student learning and wellness.
- Participate as a member of school-based teams to develop interventions for promoting students' academic success.
- Provide social work case management for students and families
- Offer consultation on social-emotional and behavioral issues affecting student participation in the learning process.
- Maintain required documentation and submit appropriate documents for statistical reports with adherence to ethical standards and program standards in school social work.
- Understand, teach, and apply ODEW's Positive Behavior Intervention and Supports, Restraint and Seclusion Policy to school staff and personnel involved with referred students.
- Maintain certification in Crisis Prevention Institute's (CPI) Nonviolent Crisis Intervention and apply the principles at all times in the school setting.
- Conduct home visits related to establishing communication and positive connections between the parent/guardian and the school setting around identified issues.
- Coach and guide school staff on effective communication with students at risk for self-harm, as well as know and apply policies and procedures to support safety in the school setting.
- Complete risk assessments and classroom observations on referred students.
- Locate and mobilize community resources to support the educational program.
- Seek professional growth and learning opportunities to advance knowledge and skills.
- Report to child protective services as mandated.
- Uphold board policies, follow administrative guidelines, comply with Federal and state laws, model policies and procedures, rules, and regulations for the education of students with disabilities. Strictly adheres to HIPAA and FERPA, respects personal privacy, and maintains confidentiality of privileged information.
- Maintain high ethical standards, exhibit professionalism, self-control, flexibility, satisfactory attendance/punctuality, dependability, accept responsibility for decisions and conduct, promote a favorable image of the Agency, etc.
- Adapt to unique circumstances and factors such as travel, extended hours, student behaviors, lifting/transferring students, etc.
- Complete other duties as assigned by the Superintendent or his/her designee.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require using a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluations:

Job performance is evaluated according to the policy provisions adopted by the Governing Board of the EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO.

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the Agency.

Terms of Employment:

Each staff member shall be a role model for students to conduct themselves as citizens and responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

The employees are responsible for maintaining proper certification/licensure and initiating the renewal process in sufficient time to receive the updated certificate/license before the present certificate/license expires.

The Educational Service Center of Central Ohio Governing Board does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

June 2026