



SOCIAL WORKER, CAMPUS BASED

Rev. July 2025

Job No.: 3208

Reports to: Director, Counseling Services

Dept./Campus: Pathways & Advanced Academics

FLSA Status: Exempt

Pay Grade: 302

Term: 195 Days

PRIMARY PURPOSE:

Perform casework service to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process. Function as part of the counseling services department to formulate plans with the school, student, and parents.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide screening and support for students having difficulty functioning in school or home environment.
- Consult and collaborate with parents, teachers, administrators, community leaders and other stakeholders to promote and support student success.
- Provide families/students referrals to special programs, services, and community resources.
- Plan events and activities to support campus goals and to meet the needs of students.
- Coordinate campus efforts to meet the basic needs of identified students.
- Perform casework service with parents/guardians to increase the parents' knowledge and use of available and appropriate resources.
- Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
- Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.
- Consult with parents regarding their children's academic performance, behavior, and needs.
- Compile, maintain, and file all reports, records, and other required documents.
- Provide individual crisis intervention with students and caregivers including suicide screeners.
- Provide training and presentations to campus employees and community members.
- Provide outreach and maintain relationships with various community resources.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in social work.
- Valid Texas LMSW social worker's license.
- Experience as a social worker in the school setting preferred.
- Bilingual preferred.

Knowledge/Skills/Abilities:

- Knowledge of community resources available; prevention and intervention strategies; casework methods
- Skill in casework methods; communication; organization; interpersonal skills; consulting with teachers, parents and students.
- Ability to instruct students and support their social and emotional needs; present information in one-on-one, small group, and large group situations to students, parents, and district staff.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.