

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL SOCIAL WORKER SUPERVISOR**

File 456

Reports To: Alternative Programs Principal

Job Objective: Supervise and coordinate all aspects of school social work; provides direct and on-going leadership to School Social Work/school counseling Department; serves as a liaison between community resources, students and school system; monitor and provide quality assurance of social work services; direct and support staff toward helping students make satisfactory adjustments by coordinating and influencing the efforts of the school, the family and the community to achieve this goal.

Minimum Qualifications:

- Master's degree in the field of Social Work or other relevant disciplines that are acceptable to obtain the State Department of Education School Social Worker license or School Counselor license.
- Licensed Social Worker in the State of Ohio.
- Current valid State Department of Education School Social Worker or School Counselor license.
- Valid State of Ohio driver's license and proof of liability insurance
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with advances in technology and workplace innovations that enhance productivity.
- Training and/or experience in behavioral management techniques.
- Experience writing, implementing, and monitoring behavior management plans.
- Knowledge of district programs and community resources and the ability to facilitate student/family access to appropriate community resources.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Such alternatives to the above qualifications as the Lima City Board of Education may find appropriate and acceptable.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Demonstrates prompt and regular attendance at weekly supervision.
- Supervises School Social Work Department, supports staff and provides leadership in the development of practice in all areas of school social work services.
- Assists in the formulation of program guidelines in response to the Ohio Department of Education directives, state legislation, and school policies.
- Monitors individual license of each school social worker as stated by The State of Ohio Counselor, Social Worker, Marriage and Family Therapist Board as well as the Ohio Department of Education Pupil Services Licensure.
- Provides summative and observational evaluations of school social work staff to ensure high quality services and optimum use of school social work knowledge and skills.
- Prioritizes departmental needs, develops requests; participates in the budget process; and monitors expenditures.
- Provides weekly clinical and group supervision with school social workers and school counselors.
- Assess professional development needs and plans for appropriate staff development activities.
- Participates in internal decision-making activities and coordinates and supervises field training of School Social Work Intern Program.
- Initiates, develops, and coordinates activities within and outside of the system to address deficiencies in resources and services needed to ensure student progress.
- Collects departmental data and analyzes outcome measures which support the effective use of school social work services to better meet the needs of students and families.
- Actively participates in community resource activities that support departmental goals and student achievement and participates in local meetings.
- Troubleshoots social work issues in the field.
- Performs other duties as assigned by the appropriate administrator.

- Provides up to date information on social work practices and policies.
- Co-chairs the District PBIS Committee with an administrator

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Exhibits consistency, resourcefulness and resilience.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Has knowledge of counseling techniques, confidentiality procedures, behavior modification and intervention techniques and knowledge of legal procedural techniques.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.