



Longview Independent School District

Job Description

Social Emotional Support Specialist

JOB TITLE:	Social Emotional Support Specialist	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal/Head of School	TERMS:	11 Months
DEPARTMENT:	Campus Assigned	PAY GRADE:	Professional 3

PRIMARY PURPOSE:

Perform counseling services to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and ability to enjoy the benefits of the educational process. Provide coping strategies and proactively support students before, during, and after crisis situations. Function as part of the student services team to formulate plans with the school, student, and parents.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in social work or closely related field from an accredited college or university

Master's in related field preferred

Prefer Valid Texas license as an independent mental health provider, including licensed professional counselor (LPC), licensed marriage and family therapist (LMFT), or master of social work (MSW)

Special Knowledge and Skills:

Training in crisis and trauma counseling

Knowledge of individual and group counseling skills

Strong consultation skills for conferencing with teachers, parents or guardians, and students

Knowledge of prevention and intervention strategies, including behavior management interventions

Ability to instruct students and manage their behavior

Ability to present information in one-on-one, small group, and large group situations to students, parents or guardians, and district staff

Excellent organizational, communication, and interpersonal skills



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Experience:

Working in a school setting with at-risk students and providing social emotional support providing counseling services to clients experiencing social emotional struggles, and crisis or traumatic experiences

MAJOR RESPONSIBILITIES AND DUTIES:

Social Work

1. Provide crisis support and individual, group, and family mental health counseling to students, parents, and school staff.
2. Coordinate services with other local service providers and refer clients as necessary.
3. Perform casework services to increase parents' or guardians' understanding and constructive participation in addressing their child's needs and knowledge and use of available and appropriate resources relating to traumatic experiences or any other social emotional struggles a child may be experiencing.
4. Establish strong therapeutic bonds with clients.
5. Provide rationally competent, evidence-based interventions and recovery services.
6. Coordinate and integrate school and community resources and refer students, parents, and staff to community resources where appropriate.

Consultation

7. Consult with school personnel regarding students and situations not referred for outside services.
8. Contribute to the planning and implementation of parent or guardian involvement activities. Develop and conduct parent or guardian training and support groups.
9. Consult with parents or guardians regarding their child's academic performance, behavior, and needs.
10. Inform students and parents or guardians of their rights and responsibilities under federal and state law including compulsory attendance.



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Program Management

11. Develop and maintain effective individual and group relationships with students and parents or guardians.
12. Develop and coordinate a continuing evaluation of social emotional student services and make changes based on the findings.
13. Compile, maintain, and file all reports, records, and other required documents.
14. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
15. Follow district safety protocols and emergency procedures.
16. Other duties as assigned

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting

Environment: Work inside, may work outside; may require districtwide travel to student homes

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ Date _____

Signature _____ Date _____