

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

<b>Position Title:</b>	<b>Social Worker</b>
<b>Category:</b>	Certified; Bargaining Unit eligible; FLSA applies.
<b>Contract:</b>	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and /or Board Policy.
<b>Compensation:</b>	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
<b>Education/Degree:</b>	Bachelor's degree in Social Work.
<b>Reports to:</b>	Director, Social Services or assigned supervisor.
<b>Supervises:</b>	N/A
<b>Job Goal:</b>	This position is responsible for coordinating community services to students and their families enrolled in the alternative and special education program, while also providing therapeutic services to strengthen personal, familial, and community skills based upon needs, interests, abilities, and expectations focusing on promoting successful educational experiences.
<b>Qualifications:</b>	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none"><li>• Licensure as an Ohio Social Worker is required.</li><li>• Ohio Department of Education Professional Pupil Services License or Pupil Services Social Work Registration is required.</li><li>• The ideal candidate will possess at least 3 years of experience with "at-risk" youth.</li><li>• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.</li><li>• Skills and abilities to write and speak effectively in both small and large group settings.</li><li>• Abilities and attributes to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image.</li><li>• Previous training in non-violent crisis intervention. Applicants who have not completed this training will still be considered for employment but will need to complete training if hired.</li><li>• Alternatives to the above as approved by the Governing Board</li></ul>

**PERFORMANCE RESPONSIBILITIES:**

1. Works with staff to identify students/families in need of services.
2. Meets with students and parents to plan, develop and implement social skill lessons.
3. Assess areas in which students may require assistance or counseling.
4. Conduct individual and small group counseling.
5. Act as a liaison between the school and outside counselor.

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6. Assist in the implementation of functional behavior assessments and develop behavior intervention plans in collaboration with the school team.
7. Develops positive working relationships with students, parents, school personnel, service providers, and community members.
8. Maintains positive relationships and communications with constituent districts as it pertains to home-school transitions.
9. Develop resources for positive behavioral interventions and supports (PBIS).
10. Coordinates community resources and services for parents.
11. Assists program supervisor in identifying student and program needs.
12. Assists with training of educational aides.
13. Maintains documentation (educational, behavioral, and attendance) of students served in a timely manner.
14. Maintains confidentiality of student records.
15. Attends in-services, professional meetings, workshops, and staff meetings deemed necessary by the administration to assure the appropriate delivery of services delineated in the IEP and intake plan of each student.
16. Monitors student attendance and files necessary court documents.
17. Maintains proper care and inventory of all school property assigned to the program.
18. Any other duties assigned by the Superintendent.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
5. Maintains confidentiality in all job-related discussions and communications.
6. Provides quality service to both internal and external colleagues and customers.
7. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
8. Generates internal and external support for ESCEO services.
9. Represents the ESCEO and its service schools with professionalism at all times.
10. Demonstrates at all times integrity and ethical behavior.
11. Responds quickly to directions for improvement from supervisors.
12. Maintains state board and Ohio Department of Education licensure as described under Qualifications.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

**WORKING CONDITIONS:**

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

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1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).*

*The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_