

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	4/16/2025
Title:	School Social Worker
Reports To:	Director of Student Services
Employment Status:	As Determined by the Director of Student Services
MOESC Pay Schedule:	Social Worker
Days:	As Determined by the Director of Student Services
FLSA:	Exempt

QUALIFICATIONS

- Masters Degree in Social Work
- State of Ohio Board Social Worker license
- Valid Ohio Department of Education License
- Valid driver's license
- Successfully pass a BCI/FBI background check

GENERAL DESCRIPTION

Effectively works in schools and is a link between the home, school and community in providing direct as well as indirect services to students, families and school personnel to promote and support students' academic, social, emotional and behavioral success. Participates in special education planning and assessment meetings and assists with Psychological Testing for Multi-Factored Evaluations.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as social worker/counselor.
- Small group and one-on-one student counseling
- Addresses needs related to IEP services
- Participates in a differentiated referral system that allows staff and parents to request a multi-factored evaluation (MFE) and/or consultation for non-disabled students
- Provides objective recommendations that facilitate student participation in appropriate learning activities
- Uses problem-solving techniques to tactfully address questions and concern

- Upholds board policies and follows administrative guidelines/procedures
- Refers questions about district policies to administrators/supervisors
- Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.)
- Serves as a contact for public agencies
- Coordinates the development of behavior intervention plans as part of the IEP process
- Monitors student interventions
- Complies with federal and state policies/procedures for the education of students identified as having a disability
- Works with staff to ensure that services are provided in the least restrictive educational environment
- Assists with “child find” and preschool/kindergarten screening activities as requested
- Documents observations of students in classroom settings
- Consults with and facilitates parental involvement as needed (e.g., phone calls, notes, meetings, etc.)
- Helps staff and families address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.)
- Help parents understand and improve parenting skills as requested
- Helps administrators resolve attendance problems
- Serves as a resource for drug prevention awareness and intervention activities
- Monitors ongoing student/family participation in community intervention
- Communicates expectations, provides guidance and shows an active interest in student progress
- Helps parents/students understand program objectives and behavioral/performance standards
- Facilitates strategies to improve grades of at-risk students and reduce suspension rates
- Encourages self-reliance, problem-solving, critical-thinking, creativity and performance skills
- Facilitates community partnerships and activities that enhance student learning
- Shares knowledge and resources that enhance student learning
- Upholds the student conduct code
- Promotes the proper care and use of school property
- Maintains accurate records and submits reports and required paperwork on time
- Respects personal privacy and maintains the confidentiality of privileged information
- Monitors situations that may indicate a problem
- Provides appropriate student supervision
- Works with supervisors to manage or eliminate risk factor and takes precautions to ensure safety
- Reports suspected child abuse and/or neglect to civil authorities as required by law
- Participates in staff meetings, conferences and other required school activities
- Strives to develop rapport and serves as positive role model for others
- Facilitate Intervention Assistance Team meetings
- Schedule IAT meetings with parents, staff and other involved parties
- Keep notes related to IAT meetings
- Facilitate AIMSWEB benchmark testing

- Train teachers and staff on AIMSWEB testing and progress monitoring
- Conduct academic testing, maintain in Progress book
- Test scoring (i.e. Conner's and BASC assessments)
- Schedule meeting and observation times
- Explain testing results
- Occasional home visits
- All other duties as assigned

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Adjust work hours necessary to complete duties
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Acts in accordance with the professional code of ethics
- Averts problem situations and intervenes to resolve conflicts
- Skillfully manages individual, group and organizational interactions
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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

- Occasional exposure to blood, bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.