

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Social Worker

**Exemption Status/Test:** Exempt/Professional

**Reports to:** Asst. Sup. Curriculum and Dir. of Assessment

**Admin/Prof Pay Grade:** 102 (209 Days)

**Dept./School:** Guidance and Counseling

**Date Revised:** 08/25/2021

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**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 pupil services team to formulate plans with the school, student, and parents.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in social work from a Council on Social Work Education (CSWE) accredited program  
Valid Texas license as a baccalaureate social worker (LBSW) granted by the Texas State Board of Social Worker Examiners

**Special Knowledge/Skills:**

Knowledge of individual and group counseling skills  
Knowledge and skill in casework methods  
Strong consultation skills for conferencing with teachers, parents, and students  
Knowledge of prevention and intervention strategies, including behavior management interventions  
Excellent organizational, communication, and interpersonal skills  
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, and district staff  
Bilingual, preferred

**Experience:**

1-3 years experience in social work

**Major Responsibilities and Duties:**

**Social Work**

1. Conduct individual and group skills training to encourage peer support and enhance social development of students including developing the ability to accept responsibility for their actions, resolve conflicts, develop decision-making skills, and handle crises. Work with students to improve attendance.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems and their knowledge and use of available and appropriate resources.
3. Provide crisis support to students, parents, and school staff.
4. Coordinate and integrate school and community resources and refer school staff and parents to community resources where appropriate.

**Assessment**

5. Identify and explore causes of students' dysfunction as it relates to the home, school, and community including making home visits to gather information relating to students. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.

6. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.

### **Consultation**

7. Work with school personnel to help students explore alternative education programs and career counseling.
8. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
9. Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.
10. Consult with parents regarding their children's academic performance, behavior, and needs.
11. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance.

### **Program Management**

12. Develop and maintain effective individual and group relationships with students and parents.
13. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
14. Compile, maintain, and file all reports, records, and other required documents.
15. Comply with policies established by federal and state laws, State Board of Education rule, and board policy.
16. Comply with all district and campus routines and regulations.

### **Other**

17. Follow district safety protocols and emergency procedures.
18. Perform other duties as assigned.

### **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 (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

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

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

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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.