
Job Description – Licensed Social Worker

Primary Function: Under the direction of the Director of Health and Social Emotional Learning, provides services that link LTISD students and families with counseling and community resources to promote and support student academic and personal/social success.

Responsibilities/Duties:

Program Management

- Provides screening and assessments for students having difficulty functioning in school or home
- Provides individual weekly, bi-monthly or monthly counseling and/or case management with students, ages 4-22 years and caregivers whose child is enrolled in LTISD
- Provides counseling for students who test positive in the LTISD Drug Testing Program
- Provides family counseling and/or case management on a weekly, bi-monthly or monthly basis with identified students and caregivers
- Provides group counseling as needed on various campuses
- Collaborates with campus and district staff to communicate and advocates for student and family needs
- Coordinates, manages and provides clinical support during campus wide crisis response
- Provides individual crisis intervention with students and caregivers including but not limited to suicide assessments
- Assists Director of Health and Social Emotional Learning to provide training for counselors and administrative personnel to utilize the suicide assessment tool and the District wide crisis plan
- Provides trainings and presentations to district employees and community members
- Assumes responsibility for compiling, maintaining and filing all reports, records and other documents required
- Consults with campus counselors and district staff as appropriate
- Provides outreach and maintains relationships with various community resources
- Conducts home visits
- Complies with all district and local campus routines and regulations

School Management

- Develops and maintains effective individual and group relationships with students and parents
- Consults with parents, teachers, administrators and other relevant individuals to enhance their work with students

School/Community Relations

- Articulates the District's mission and goals in the area of counseling to the community and solicits its support in realizing the mission
- Demonstrates awareness of school-community needs and initiates activities to meet those identified needs

- Demonstrates the use of appropriate and effective techniques for community and parent involvement
- Serves on school and district wide committees as needed

Safety and Security

- Assists with the preparation and reporting of state required safety/security audits
- Assists in keeping safety audits up to date as required
- Attends training to obtain certification in National Incident Management System (NIMS) and FEMA ICS training Courses

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Counseling techniques
- Drug education
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Travel to multiple schools in a day
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Valid Texas License of Social Work (LCSW or LMSW) or a Licensed Professional Counselor (LPC) required. Master's degree in Social Work. Three years school district experience preferred.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying – 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive

hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 197 work days. See current hiring pay grade on the Professional Pay Grade.

Revised: 1.7.2025

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date