



Job Title: Social Services Specialist – Site Level

Department: Student and Family Support Services

Reports To: Building Principal and Student Engagement Coordinator

Grade: BG-07

Number of Days: 190

Security Access: Building Site

Overtime Status: Exempt

Last Revised Date: January 12, 2015

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: The Social Services Specialist works with a multidisciplinary team to build and maintain a cohesive, caring and inclusive school community with tiered supports for addressing behavioral and mental health needs. This position requires the monitoring of student data to identify social, behavioral and mental health supports needed to eliminate barriers to learning and enhance the academic success of students. The Social Services Specialist assists students and their families to connect with resources inside and outside the school to meet their unique needs. This licensed professional is available to provide short-term

individual and group therapy and support school staff members in working more effectively with the school's student population.

Minimum Qualifications:

- Master's degree in Social Work, Counseling, or related field.
- Oklahoma licensure or under supervision for licensure as one of the following:
 - Licensed Master's Social Worker (LMSW)
 - Licensed Social Worker (LSW)
 - Licensed Clinical Social Worker (LCSW)
 - Licensed Professional Counselor (LPC)
 - Licensed Marriage and Family Therapist (LMFT).

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Use a variety of data to assess and identify student needs that are barriers to student success in the school environment
- Provide short-term direct counseling services to students, as needed
- Coordinate and/or implement targeted skills-groups for at-risk students as needed
- Collaborate with community agencies to coordinate resources and services for students
- Address chronic absences and barriers to regular student attendance for those who are chronically absent
- Provide crisis intervention services
- Provide conflict resolution services
- Participate in case conferences with other school specialists
- Guided by a variety of data, coordinate and/or implement prevention programs
- Serve as a liaison between the school/family/community
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of TPS policies and procedures as well as campus and community resource availability
- Knowledge of social work theory, knowledge of programs available to meet a range of mental health, health, academic, and social service needs, and knowledge of state, local, and federal laws impacting the lives of students (e.g., laws regarding confidentiality, laws regarding child abuse and neglect)
- Ability to work effectively within a multidisciplinary team
- Knowledge in the areas of group dynamics and processes
- Knowledge in the areas of risk assessment and crisis response
- Ability to provide short-term individual and group therapeutic services
- Ability to organize and facilitate meetings in a professional manner
- Intrinsic motivation, persistence, and excellent communication skills

Supervisory Responsibility: Does not directly supervise any individuals.

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

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.