

Social Worker / Licensed Professional Counselor

DEPARTMENT:	Student Services	REPORTS TO:	Assistant Superintendent of Student Services
WORK SCHEDULE:	190 days (same calendar as certified staff), plus the potential for 13 additional days during the summer, if needed, to be determined by the Board of Education on an annual basis	COMPENSATION:	Noncertificated Professional Salary Schedule for the regular school year; plus a stipend for the 13 additional summer days, if needed, to be compensated at the per diem rate for the regular school year immediately preceding the summer days.
FULL/PART TIME:	Varies	FLSA STATUS:	Exempt

Position Description

Support students, families, teachers, administrators, and school staff in meeting the needs of students and removing barriers to education. Assist with strengthening the home/school/community partnership. Collaborate with community agencies, coordinate services for students and families, and provide supports that address diverse student needs. This position is designated as “professional.”

Task Title	Essential Job Functions	Percent of Time Spent
Student Support	<ul style="list-style-type: none"> Administer appropriate assessments to determine the social, emotional, behavioral needs of students Meet with students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing problems and arranging for needed services Consult with parents, teachers, and other school personnel to determine causes of problems, such as truancy and misbehavior, and to implement solutions Collaborate with school counselor, administration, and student support personnel to identify and provide student intervention strategies and monitor progress Manage crisis situations Maintain case history records 	35%
Family Support	<ul style="list-style-type: none"> Counsel families regarding issues that affect students' success and well-being Connect families with community resources and services, and provide them with concrete information, such as where to go and how to apply Provide, find, or arrange for interventions support services to help families Collaborate with colleagues and community agencies to identify and provide support to families Identify and report child abuse and neglect Maintain case history records 	35%

School-wide Support	<ul style="list-style-type: none"> ● Participate in multidisciplinary teams to support students' social emotional support needs ● Identify recurring student support needs and coordinate with colleagues to create school-wide or district-wide prevention and/or response programs ● Research and design preventative community programming to provide information, strategies, and resources needed to help minimize issues impacting student success ● Assist with other school and district events and programs as requested. 	30%
---------------------	--	-----

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks, and the wellbeing of students and their families

Qualifications

Required

- **Education:**
 - **Social Worker:** Master's degree or above in social work; or
 - **Licensed Professional Counselor:** Master's degree or above in counseling or other field of study approved by the Missouri Division of Professional Registration for LPC licensure
- **Missouri Licensure:**
 - **Social Worker:** Licensed Clinical Social Worker (LCSW); Licensed Master Social Worker (LMSW); or Licensed Advanced Macro Social Worker (LAMSW); or
 - **Licensed Professional Counselor:** Licensed Professional Counselor (LPC); provisional license (PLPC) is not sufficient
- **Previous Work-Related Experience:** 1-3 years in social work or counseling
- **Physical:** Ability to lift and carry up to 20 pounds.

Preferred

- 3–5 years related experience providing youth support services for children at risk

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting/Bookkeeping: Accounting/bookkeeping principles, practices, and the analysis, recording, monitoring, and reporting of financial data.
 - Computers/IT: Electronic equipment, and computer software and applications related to performing the duties of the position.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,

- o Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - o Customer/client/student/family/ and other personal service: Principles and processes for providing customer/client/student/family and other personal services in a variety of circumstances.
 - o Education/Training: Principles and methods for curriculum and training design related to social services and/or counseling interventions, teaching, and/or instruction, and assessing the outcomes of the same.
 - o Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
 - o Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - o Resources: Knowledge of area community resources.
 - **Expert:**
 - o Social, Emotional, and Health Services: Assessing the social, emotional, and health needs of students and their families; providing direct support to students and families regarding social, emotional, and health issues; identifying and coordinating school and community resources to support students and their families with social, emotional, and health issues; assist with preventing disease and improving and preserving physical and mental health and well-being.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Writing, Active learning, Active listening, Critical thinking, Time management, Service orientation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Learning strategies, Coordination, Social perceptiveness, Complex problem solving, Judgment and decision making
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Monitoring, Instructing, Negotiation, Persuasion, Systems analysis
- **Rarely (Less than 1 hour or 12% of the day):** Science, Management of financial resources, Management of personnel resources, Systems evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing, Sitting
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Walking, Finger Dexterity
- **Occasionally (Up to 2.5 hours or 32% of the day):** Standing, Carrying/Lifting, Reaching, Repetitive motion
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Climbing, Multi-limb coordination, Pulling/Pushing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult individuals or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2025-June-26