

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

## **Family and Social Service Coordinator** Job Description

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**Reports to:** Deputy Superintendent for Support Services

**Wage/Hour Status:** Exempt

**Term:** 226 days

### **Primary Purpose:**

Perform casework service districtwide 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. Provide service to at risk students including but not limited to homeless, foster, and students with open CPS cases. Function as part of the pupil services team to formulate plans with the school, student, and parents.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in social work or counseling from an accredited college or university

Valid Texas license as a master social worker granted by the Texas State Board of Social Worker

Examiners or;

Valid Texas License as a Licensed Professional Counselor or;

Valid Texas certification as a School Counselor

#### **Special Knowledge/Skills:**

Knowledge of individual and group counseling skills

Knowledge and skill in casework methods

Strong consultation skills for conferencing with teachers, parents, students, and community service organizations

Knowledge of prevention and intervention strategies, including behavior management interventions

Awareness and ability to access community resources

Excellent organizational, communication, and interpersonal skills

#### **Experience:**

Two years' experience in social work or two years' experience working with at risk students

### **Major Responsibilities and Duties:**

#### **Social Work**

1. Conduct group and individual counseling sessions to enhance social development of students and provide peer support in accepting responsibility for their actions, overcoming crisis, resolving conflict, improving attendance, decision-making skills, etc.
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. Refer school staff and parents to community resources.

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4. Coordinate and integrate school and community resources.
5. Facilitate communication between school personnel and students, parents, and the community.
6. Provide crisis support and counseling to students, parents, and school staff.
7. Serves as District Homeless Liaison and Foster Care Liaison.

### **Assessment**

8. Make home visits to gather information relating to students.
9. Identify and explore causes of students' dysfunction as it relates to the home, school, and community.
10. Identify and provide services to homeless/families for grades EC-12.
11. Identify and provide services to children in foster care for grades EC-12.
12. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
13. 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.
14. Assess and provide documentation needed during registration process for at risk students.

### **Consultation**

15. Assist school personnel in helping students explore alternative education programs and career counseling.
16. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
17. Assist in the planning and implementation of parent involvement activities.
18. Develop and conduct parenting training and support groups.
19. Consult with parents regarding their children's academic performance, behavior, and needs.
20. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance, McKinney Vento, and Foster Care.

### **Student Management**

21. Create an environment conducive to learning and appropriate for the maturity level and interests of students.

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22. Establish control and administer discipline according to the Student Code of Conduct and student handbook.
23. Support campus goals of prevention to maintain a healthy and safe school environment.

## **Program Management**

24. May supervise persons completing practicum or internship through a college or university program.
25. Develop and maintain effective individual and group relationships with students and parents.
26. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
27. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
28. Comply with policies established by federal and state laws, State Board of Education rule, and board policy.
29. Comply with all district and campus routines and regulations.
30. Participate in professional development activities to improve skills related to job assignment.

## **Communication**

31. Maintain a positive and effective relationship with supervisors.
32. Effectively communicate with colleagues, students, and parents.

## **Supervisory Responsibilities:**

TEHCY Case Managers

## **Working Conditions:**

### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular districtwide travel to student homes and multiple work locations as assigned. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

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The foregoing statements describe the general purpose 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.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_

Date \_\_\_\_\_