



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: Supervisor of Mental Health Professionals and Social Workers

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD106

Summary: The Supervisor of Mental Health Professional/School Social Worker is responsible for supervising MSW/MA interns, Mental Health Professionals, and School Social Workers and providing comprehensive mental health services to assigned students. Provides support to parents and school staff and addresses barriers that limit a student from receiving full benefit from their educational experience. The Supervisor of MSW/MA interns, Mental Health Professionals, and School Social Workers is also responsible for responding to referrals from school administration, school counselors, parents, and teachers by providing direct services. The Supervisor of MSW/MA interns, Mental Health Professionals, and School Social Workers also serves by assisting families in accessing appropriate community resources.

Essential Duties and Responsibilities:

- Review, sign off and approve clinical documentation of MSW/MA interns, Mental Health Professionals, and School Social Workers for billing and non-billing purposes.
- Provide weekly, documented clinical supervision to MSW/MA interns, Mental Health Professionals, and School Social Workers
- Provide training and support to assigned MSW/MA interns, Mental Health Professionals, and School Social Workers on professional development days and on an as needed basis.
- Assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support at assigned schools.
- Completes psychosocial assessments and written reports, assessment updates, master treatment plans, treatment plan updates.
- Conduct consultation with teachers, parents, and administrators and maintain regular contact with the parent/guardian of each assigned student.
- Submit weekly/monthly documentation of services rendered to the supervisor.
- Provide individual and/or group counseling/therapy to address barriers to academic progress.
- Maintain adequate, encrypted records and timely documentation for assigned students.

- Review student records to identify previous barriers and/or interventions.
- Analyze information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation.
- Assist the school in following school board regulations for excessive absences and truancy.
- Attend student support team meetings and court intervention.
- Provide individual and/or group counseling in response to school-wide crisis.
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive mental health practice.
- Participate in regular staffing of cases to support best practices.
- Execute strategies that enhance students' practical school adjustment.
- Maintain an ongoing liaison with community agencies and other resources to meet student needs.
- Administer psycho educational social skill groups, classroom presentations and meetings on recognized aspects of concern for the students.
- Provides consultation for school staff regarding mental health issues including classroom observation and appropriate service determination.
- Submit required documentation for billing when allowable.
- Serves as a member of a behavior and counseling team and provides social assessments and counseling to the identified child/student determined by the IEP committee as needing counseling.
- Provides information and referral services for child/student and family to other community resources.
- Confers with parents, teachers, principals, Pupil Appraisal Staff, and other system professional staff whenever necessary on matters relative to assessment, social and behavioral interventions, exceptional children, learning/teaching strategies and other areas within the expertise of the Mental Health Professional/School Social Worker.
- Organizes and conducts in-service training with school personnel and parents.
- Explains and interprets the assessment process to parents, teachers, principals, and other school system personnel.
- Appropriately selects, administers, scores, and interprets assessment instruments and provides within specified timelines, reports of results obtained.
- Participates in interpreting test/assessment results and in planning appropriate programs/interventions for individual children/students.
- Provides preventative, related, and support services to children/students as appropriate.
- Consults with teachers, parents, and appropriate persons regarding the significance of social data to the learning, behavioral and social process.

- Participates in special education eligibility determination and Individualized Education Program (IEP) staffing, when appropriate.
- Maintains accurate case records on all children/students during the referral process including initial screening and individual assessments, and other services provided by the School Social Worker in accordance with the requirements of parish, state, and federal laws, regulation, and/or policies.
- Attends required staff and professional meetings and other staff development requirements.
- Facilitates communication between the home and the school, seeking to involve families in the educational process of their children and providing feedback to the school on family situations and problems.
- Keeps abreast of new developments in the area of School Social Work and Mental Health and keeps other appropriate school personnel informed of the same.
- Completes and maintains a required tracking system which will reflect the provision of services to children/students and personal accountability.
- Administers a variety of assessment instruments needed for special education identification and re-evaluation.
- Interprets and presents data in oral and written reports.
- Conducts Individualized Educational Planning Committee meetings and assists in selecting appropriate goals and objectives.
- Explains due process procedures to parents and school staff.
- Recommends or participates in the development of alternative academic and behavior strategies to general education staff, special education staff and parents.
- Conducts follow-up service for students one year after special education services have been terminated.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Master's degree in social work or related field, and must possess appropriate licensure (LCSW-BACS or LPC-S): eligibility and maintenance of professional liability insurance for independent mental health practice. Must have a valid certification from the Louisiana Department of Education. The Supervisor of Mental Health Professional/ School Social Worker should have a Qualified School Social Work Certification or Licensed Mental Health Professional Counselor Certification. The following experience is preferred: supervising and mentoring licensed staff and or MSW or Counseling interns; demonstrated



understanding of developmental milestones; working knowledge of the Diagnostic and Statistical Manual of Mental Disorders 5th Edition; a minimum of 2 years experience working with children and/or adolescents; experience conducting psychosocial assessments and treatment planning and knowledge of evidence-based interventions to address barriers to learning and social emotional deficits in K-12 students

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifient website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.