

## OAK GROVE SCHOOL DISTRICT

JOB TITLE: SUPERVISOR FOR SOCIAL WORKER INTERNS

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To supervise social worker interns per university requirements. To serve as a link between the school, students and parents regarding school, District, community activities and social services. Employees in this classification receive limited supervision from a program administrator within a framework of standard policies and procedures. This job class is responsible for providing a communication link and problem solving option between schools, teachers, community, university and participating students and parents regarding available programs, services, and activities. Employees in this classification must possess a high level of communication skills, initiative, creativity and experience.

### TYPICAL DUTIES

Acts as a liaison between university social worker program and the District

Supervises social worker interns per university/District requirements

Acts as liaison between District, home, and community: meets with parents, students, community and school staff; disseminates accurate and timely information to appropriate person/agencies

Meets with parents to discuss student's performance and school procedures and to involve them in school activities

Conducts family assessments and conferences to disseminate and/or collect necessary information regarding school, District, and/or community programs, procedures, services, activities, etc.

Counsels families as needed and/or contacts community service agencies regarding needs of families

Helps to improve school attendance of assigned students by assessing problems, improving communications, enlisting support from parents, and providing problem solving options

Establishes and maintains records of activities, family assessments, meetings, etc., and prepares necessary reports

Collaborates with the administrator, teachers, school psychologist, and other appropriate specialists

Confers with support staff and advises on special problems and chronic situations

Coordinates with law enforcement, mental health, and community agencies in attempting to remedy problems involving students

Provides parent education and guidance through support groups, classes, and parent advisory councils

Supervisor for Social Worker Interns (cont'd.)

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Keeps case records and provides summaries or written referrals to appropriate agencies

Follows methods and procedural guidelines set forth by the District or by the State and Federal Law

Interprets and translates Spanish/English or English/and other designated language to provide effective oral communications between District/school, students, parents, and the community

Confers with teachers, counselors, and/or support staff, assesses tutoring needs, and assists in adjusting student programs

Assists parents in setting up homework procedures and planning a home environment conducive to academic achievement

Interprets school programs and services to individuals and community groups as requested

Interprets student problems to teachers and school problems to students and parents

Performs related duties consistent with job description as assigned

MINIMUM QUALIFICATIONS

Possession of a valid California driver's license

Knowledge of the effects of social environments and socially handicapping conditions on the lives of students and their educational progress

Knowledge of District policy and procedures, the local community, and the various services available from community organizations

Knowledge of educational laws relating to child welfare and attendance

Knowledge, of the culture, heritage, and language of a specific ethnic group

Ability to understand and follow oral and written instructions independently

Ability to speak, read, and write in English as specified by the District at a level sufficient for successful performance of required duties

Ability to maintain a variety of records and prepare reports

Ability to plan and organize required activities according to stated policies and objectives

Ability to communicate tactfully and persuasively in both oral and written form

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Ability to solve problems and facilitate communication

Skill to train personnel and implement interventions

Skill to motivate others and coordinate their efforts toward attainment of a common goal

Bachelor's Degree from an accredited university in Social Work or in a related field of study

Willingness to observe a flexible work schedule as determined by the District and to serve on a professional work day<sup>1</sup>

Experience as a Social Worker for a minimum of three years.

<sup>1</sup>This position is exempt from over-time regulations  
6/11/99

OAK GROVE SCHOOL DISTRICT  
BOARD OF TRUSTEES

SUBJECT: **Proposed Revised Job Description for Supervisor For Social Worker Interns** Consent  X

DATE: **August 26, 1999** Agenda Item       

REPORTED  
BY/PERSON  
RESPONSIBLE: **Rick Alves**

RECOMMENDED  
ACTION: **It is recommended that the Board of Trustees approve the revised Supervisor For Social Worker Interns job description.**

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**Description/Proposal:**

Attached for Board approval is the job description for Supervisor For Social Worker Interns which replaces the District Community Liaison II job description and position. The main function of this position is the supervision of the Social Worker Interns. It was determined that the job description required revisions to be consistent with current performance expectations.

It is recommended that the Board of Trustees approve the proposed Supervisor For Social Worker Interns job description. The job description is attached.