

JOB DESCRIPTION
San Diego County Office of Education

SCHOOL SOCIAL WORKER - MIGRANT EDUCATION

Purpose Statement:

Under the general direction of the Senior Director, Migrant Education or Designee, provides collaborative and consultative support in the areas of social, emotional, and physical health to students and families of the Migrant Education Program. Supports the development and success of participants in the program.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Works directly with families, school staff and community partners to provide consultation, referrals and access to social service support for students including mental health providers and other appropriate agencies.
- Identifies, develops and facilitates programs and activities to address situations interfering with students' access to an optimal education experience to help bridge school, home and community to ensure student success.
- Identifies and integrates student and family concerns, priorities and resources in the assessment process in collaboration with staff
- Collects, analyzes and reports on applicable data for evaluating program service effectiveness and impact; develops and submits required reports.
- Maintains confidential files, records and documentation.
- Participates in and executes the development of training programs for staff and families.
- Provides ongoing consultation regarding parent-child relations, children's social emotional development, physical health and behavior.
- Assists students, staff and community agency personnel in child abuse and neglect cases.
- Monitors transcripts and attendance for students in the Migrant Education Program.
- Works with students to develop social skills and coping strategies to find positive solutions.
- Participates and attends staff meetings, workshops and other professional development opportunities as required.

- Drives to home visits and community meetings to provide services throughout the county.
- Demonstrates professionalism in all work.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Learning and development disorders

Local and state social agencies and community supports

Techniques, strategies and methodologies for providing intervention and support for students and their families dealing with issues involving their mental and emotional health.

ABILITY TO:

Provide assistance to others for the purpose of supporting them in the completion of their work

Facilitate committees and meetings for the purpose of coordinating activities and ensuring outcomes and objectives are achieved

Communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations

Prepare a wide variety of written materials, e.g., reports, correspondence, training materials, for the purpose of documenting activities, providing written reference and/or conveying information

Present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls

Research resources and methods for the purpose of developing and implementing programs and services for the assigned functional responsibilities

Demonstrate non-judgmental cultural and linguistic sensitivity

Work harmoniously and effectively with students, staff, parents and partner agencies

Provide socio-environmental analysis and diagnosis on students

Coordinate activities from many sources for the benefit of students

Ability to assist in program development; to supervise and motivate social work interns

Read, write, and speak in Spanish fluently

Working Environment:

ENVIRONMENT:

Duties are typically performed in a classroom environment. Some positions may travel between multiple school and community locations or homes depending on the assignment. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Two (2) years of experience performing school social work. Experience working at secondary level reviewing high school transcripts, monitoring progress and ensuring students graduate in accordance with applicable requirements; and

Education: Master's Degree in Social Work; or

Equivalency: A combination of education and experience equivalent to a master's degree in social work and two (2) years of experience performing school social work. Experience working at secondary level reviewing high school transcripts, monitoring progress and ensuring students graduate in accordance with applicable requirements.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Pupil Personnel Services Credential with an authorization in School Social Work; or equivalent document.

Valid California Driver's License

CPR certification issued by an American Red Cross or an American Heart Association-approved program

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: <date>

Approved by: 

Dr. Olivier Wong Ah Sun, Assistant Superintendent
Human Resources Services

Revised: 5/19, 7/20