

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**SCHOOL SOCIAL WORKER – SELPA**

**Purpose Statement:**

Under general supervision from assigned administrator, plans, coordinates, organizes, and manages the implementation of social-emotional learning and mental health programs aligned with the San Diego County Office mission, goals, and objectives for student learning.

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**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 ones 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:**

- Provide schoolwide prevention and intervention strategies and counseling services.
- Provide consultation, training, and staff development to teachers and parents regarding students' needs.
- Coordinate and facilitate family skills training programs.
- Assist in the implementation of violence prevention programs at school sites.
- Identifies and assesses school and districtwide social problems and situations interfering with students' access to an optimal education experience.
- Identifies and develops programs and activities to address situations adversely affecting the personal, social-emotional, and academic development of students.
- Serve as member of diagnostic and educational planning teams.
- Coordinates social services resources for use by students, families and school personnel.
- Participates in the development of training programs for staff and families related to the mental health needs of students.
- Maintain appropriate school records.
- Collect, analyze and report on applicable data for evaluating program service effectiveness and impact; develop and submit required reports.
- Maintain related files, records, and documentation.

**Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications:**

#### **Knowledge and Abilities**

##### KNOWLEDGE:

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:

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

Supervise and motivate social work interns

#### **Working Environment:**

##### ENVIRONMENT:

Duties are typically performed in an office setting. May be designated in an alternate work setting using computer-based equipment to perform duties. Applicants must be able to travel between multiple school or community sites.

##### 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: Successful experience that demonstrate ability to perform essential functions of the position; and  
Education: Master's degree from an accredited college/university; or  
Equivalency: A combination of education and experience equivalent to a master's degree from an accredited college/university and successful experience that demonstrate ability to perform essential functions of the position.

Required Testing

N/A

Certificates, Licenses, Credentials

California Clear Pupil Personnel Services Credential in School Social Work  
Licensure as a Clinical Social Worker in the State of California preferred.  
Valid California Driver's License  
CPR and First Aid certification are highly desirable.

Continuing Educ./Training

N/A

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: 05/2023

Approved by:   
Assistant Superintendent, Human Resources

Revised: N/A