



JOB DESCRIPTION

Position Code: 116
Certificated Group: SJTA
Salary Range: K-12
Work Days: 195
Page 1 of 3

POSITION TITLE: School Social Worker

DEFINITION: Under administrative supervision, works directly with youth who may be experiencing problems with school attendance and performance, family interactions, social problems and school-community relations that interfere with the student's ability and potential to obtain a satisfactory education.

DIRECTLY RESPONSIBLE TO: Site Administrator, Program Administrator, or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provide services to children, teachers, administrators, parents, and community agencies through a variety of special programs.
2. Provide social/mental health therapy to students and families.
3. Provide psychosocial assessment and diagnosis of behavioral disabilities with recommendation and/or environmental manipulation at the school, home and/or community level with periodic reevaluation.
4. Participate in case conferences involving cooperation with other mental health workers, school personnel and community agencies.
5. Collaborate with other school personnel in evaluating the student's total situation and in developing appropriate plans.
6. Attend student focused meetings such as Individualized Education Plan (IEP) meetings, 504 meetings, and parent conferences.
7. Make appropriate referrals of families to public or private community resources for assistance and works cooperatively with them.
8. May be required to make home visitations to provide services to students and families as necessary.
9. Serve as a source of information for school personnel concerning community resources such as educational, recreational, protective, and therapeutic services available for children and their families.
10. Act as liaison between students, other district staff, parents, foster parents, group home personnel, community agencies, county probation departments and the Department of Social Services.
11. Assist in planning and facilitating local workshops for employees and the community.
12. Provide in-service training for students regarding personal, interpersonal, and social problems.
13. Maintain appropriate case records and complete/submit a variety of forms, evaluations, and program reports.
14. Attend professional meetings such as staff meetings and professional development.
15. Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Possession of a Master's degree in social work or related field. Experience working with foster youth, probation, Child Protective Services (CPS), Foster Family Agencies, group homes and/or Licensed Children's Institutions (LCIs).

Licenses and Certifications:

- Possession of a valid California credential, or equivalent, which authorizes pupil personnel services as a school social worker
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of the effect of social, cultural, ethnic and emotional forces in children which affect the learning process
- Knowledge of counseling, therapeutic, and educational services for pupils and families
- Knowledge of the fundamental principles and accepted practices, current trends, literature and research related to social work in schools
- Knowledge of applicable laws, codes, regulations, policies and procedures
- Ability to plan, organize, prioritize and manage time
- Ability to communicate effectively both verbally and in writing with administrators, other district staff, students, parents, and the community
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

WORKING CONDITIONS:

Work Environment:

- Indoor classroom environment
- Moderate noise
- Continuous contact with students, staff, parents
- Frequent travel between district sites and other locations

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, in small groups, and/or on the telephone
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions
- Inspect documents and other written materials with fine print

School Social Worker
Page 3 of 3

- Move about schools and students' homes to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time

Other Characteristics:

- Ability to travel locally and make home visitations of students on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/11/2015
Revised: 9/25/2018