TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

**TITLE: School Social Worker** **CLASSIFICATION: Classified Management**
**DEPARTMENT: Student Services**

**BASIC FUNCTION AND RESPONSIBILITY**

Under the direction of an assigned supervisor, assess and define problems children may be experiencing with school attendance, academic performance, interpersonal relationships, socio-emotional wellness or mental health which interfere with the student's ability and potential to obtain a satisfactory education; consult and assist parents, teachers and others concerned with the child and his family in planning appropriate strategies to address the problem and to assure services are provided according to the planned strategy; support efforts of the schools to implement tiered systems of Positive Behavioral Interventions & Supports (PBIS) through classroom observations, teacher coaching, and staff training.

**ESSENTIAL JOB FUNCTIONS**

- Consult and collaborate with school personnel to promote a school environment responsive to the needs of children; provide training services to staff on positive behavioral support and student relationship building.
- Provide individual, group, and family counseling sessions.
- Secure parents' assistance in improving the educational achievement of their child.
- Provide psycho-social assessment and diagnosis of behavior; create practical plans for behavioral support.
- Provide crisis intervention and family consultation services.
- Provide training for parents such as Parent Project or other training on parenting and behavior management skills.
- Assist in the planning and implementation of violence prevention and safety programs at school sites.
- Identify and develop programs and activities to address situations adversely affecting the personal, socio-emotional, and academic development of students.
- Work as part of a team to support school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. Support staff in the implementation of teaching-oriented, positive, and preventative strategies to reduce problem behavior.
- Help to establish organizational supports for PBIS including a) team-based leadership; b) data-based decision-making, c) continuous monitoring of student behavior, d) regular universal screening, and e) effective ongoing professional development.
- Provide clinical supervision to LCSW or MFT interns in the implementation of individual, group, and family counseling services.
- Maintain records for the purpose of documenting activities and complying with mandated requirements, including but not limited to case records and Medi-Cal and other billing logs.
- Serve as a member of diagnostic and educational planning teams.
- Make home visits where needed.
- Coordinate social services resources for use by students, families, and school staff.
- Participate in programs and represent the district at meetings as assigned.
- Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

**REQUIRES KNOWLEDGE OF:**

- Effective personal and academic counseling techniques and procedures.
- Counseling theory, ethics and associated legal confidentiality requirements.
- Systems of Positive Behavioral Interventions & Supports (PBIS).
- Laws regarding minors and child abuse reporting.
- Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned activities.
- Normal and abnormal child behavior and development; learning and development disorders.
- Behavior modification techniques and strategies; student assistance programs; community referral resources.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping techniques.

**REQUIRES ABILITY TO:**

- Provide counseling and guidance services to students.
- Relate to and work with students with challenging behavior.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Develop and present staff training related to PBIS and behavior.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Think from a systems perspective and design effective student supports.
- Plan, prepare and conduct individual and group counseling sessions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions; maintain confidentiality.
- Set limits and personal boundaries for students.
- Assist with curriculum development.
- Plan and organize work, manage a caseload.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction. Meet schedules and time lines. Work confidentially with discretion.
- Read, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Maintain records and prepare various reports, including confidential materials.
- Establish and maintain cooperative and effective working relationships with others. Maintain consistent, punctual and regular attendance.
- Exchange information with others.
- Monitor student behavior.
- Operate a computer and other office equipment.
- Sufficient mobility to travel from site to site and move about an office, classroom, or playground.

**PHYSICAL DEMANDS**

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites
- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings

**EDUCATION AND EXPERIENCE**

**EXPERIENCE:** Three years of K-12 Social Work preferred

**EDUCATION:** Master of Social Work degree required

**CERTIFICATION REQUIREMENT**

Master of Social Work required. Licensed Clinical Social Worker certification preferred.

**WORKING CONDITIONS**

**ENVIRONMENT:**
Office, classroom, playground environments and School Campus. Constant interruptions. Stress of emergencies and crisis situations and stress of interpersonal conflict.

**HAZARDS:**
Exposure to potentially volatile and emotional students and dissatisfied parents.

**POSITION QUALIFICATIONS**

- Valid, current California driver's license and the ability to travel between schools.