

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: School/Community Worker

CLASS CODE: 890

CHARACTERISTICS OF THE CLASS:

Under general direction, implements, coordinates and assists in planning and developing programs which deal with student motivation and achievement, high school completion, and independent living skills; acts as liaison between community agencies and the Department of Social Services, county probation departments and the San Juan Unified School District; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification spend a major portion of time performing work in the community and student home setting. The work schedule includes evening and weekend work.

EXAMPLES OF DUTIES; (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

Acts as liaison between students, parents, foster parents, group home personnel, community agencies, county probation departments and the Department of Social Services; coordinates daily program operations with students and community agencies; performs initial interview and testing of students to provide skill assessment and needs; reviews assessment with the individual students, parents, foster parents and/or group home personnel; makes recommendations on student skill levels and needs to the appropriate schools or agencies; assists a teacher or other certificated employee in providing classroom instruction to individual or groups of students; assists with classroom discipline; coordinates and supervises the curriculum special events and required projects; assists in planning and facilitating local workshops; provides in-service training for students regarding personal, interpersonal and social problems; coordinates and facilitates inter-agency staffing (student background, high school completion plan, vocational assessment and emancipation plan) for students; collaborates with other school personnel in evaluating the student's total situation and in developing appropriate plans; consults with school staff concerning problems experienced by individual students and makes recommendations as to an appropriate plans for the students; provides outreach casework and support services including home visits, individual counseling, family intervention and group counseling; assists participants with accessing related financial assistance programs; serves as a primary reference source regarding program policies, procedures and activities; may serve as a lead over subordinate personnel; develops and maintains a variety of specialized files and record keeping systems; completes and submits a variety of forms, evaluations and program reports; attends program related meetings.

QUALIFICATIONS:

Education and Experience:

Graduation from an accredited four-year college or university with major course work in social work, counseling, sociology, psychology, or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a year for-year basis.

Knowledge, Skills and Abilities:

Knowledge of the laws, rules and regulations applicable to social services;

Knowledge of social casework principles and practices, including group work and community organizations;

Knowledge of interviewing techniques;

Ability to communicate effectively verbally and in writing and to speak in public;

Ability to read, interpret and explain policies, programs and reports;

Ability to follow oral and written instructions with a minimum of direction;

Ability to work independently and make decisions within the framework of established guidelines;

Ability to analyze and determine appropriate methods and interpret and apply guidelines to accomplish goals;

Ability to establish priorities and deadlines and plan work with only overall objectives defined;

Ability to establish effective working relationships with participants, foster parents, group home staff, school staff, and agency representatives;

Ability to plan and direct the work of other employees;

Ability to analyze and resolve problems with tact and diplomacy;

Ability to compile and analyze information and prepare reports.

Physical Characteristics:

With or without the use of aids; sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation; manual dexterity to write and operate telephone and business machines; sufficient mobility to visit district sites, county offices and participant homes.

Other Characteristics:

Willingness and ability to work evenings and weekends. Possession of, or willingness and ability to obtain a valid California Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

Board Approved: 1/15/91

Revised: 3/24/95 (License Only)