



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: District Social Worker

REPORTS TO: Manager & Associate Manager of Mental Health & Wellness Programs

SITE: District Office & Partner Districts

CLASSIFICATION: AFSCME Bargaining Unit **WORK YEAR:** 202 Days

SALARY: Range VIII

APPROVED BY THE BOARD OF TRUSTEES: June 23, 2022 **EFFECTIVE DATE:** July 1, 2022

JOB SUMMARY:

Under the general supervision of the Manager & Associate Manager of Mental Health & Wellness Programs, the District Social Worker provides a wide range of support services to students, families, and schools to promote student engagement, including counseling, crisis support, consultation, case management, and related duties as assigned at both San Mateo Union High School District (SMUHSD) and our partner districts. The District Social Worker assures compliance with laws, codes, Board policies and regulations related to student support services; promotes alignment of crisis response and postvention procedures and protocols within the District and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's LCAP. This position will require supporting students and their families who are not attending school and habitual truants at SMUHSD & our partner Districts. The purpose of this position is to support families with students who are not coming to school with outside resources and help create a transition plan to return to school appropriate interventions.

ESSENTIAL FUNCTIONS:

- Assist administration at SMUHSD & partner Districts with non-attende student with case management supports for identified students
- Attend home visits to support student and engagement
- Communicate with District, partner districts and site department members appropriate & relative information
- Coordinate and assist with wrap around case management and mental health supports for identified students at SMUHSD & partner districts; and communicate to District and site department members' appropriate information
- Work collaboratively with schools, agencies and community groups (e.g., probation, law enforcement, other mental health providers, etc.) to effectively implement programs and services to support schools in creating safe, inclusive, and positive learning environments
- Link students and families to services, inside and outside of the school including student leadership, extracurricular activities, after school programming, and summer opportunities, as appropriate
- Serve as an MTSS Social Worker for students by participating in a Tier 2 Student Intervention Team
- Establish, provide and monitor systems of support for identified Tier 3 students and develop, implement, and coordinate an MTSS referral process from school sites
- Consult and participate in Level 1 Threat Assessments for students on caseload
- Collaborate and support site mental health lead for crisis response and triage support as needed for students when appropriate

- Develop and utilize strategies for ongoing monitoring, data collection, and data analysis to inform work; and prepare written reports as needed
- Collaborate with other staff members to prepare and maintain clinical assessments
- Maintain confidentiality of records related to students' treatment and prepare and maintain all required clinical assessments and treatment records and reports
- Attend IEP and 504 meetings and contribute to the goals and planning for students on caseload
- Participate and support District activities related to student engagement (e.g., Alternatives to Suspension, Student Attendance Review Board (SARB), re-entry hearings, etc.) for students on their caseload
- Attend District and partner district SARB meetings for school site students and provide transition support/contract to relevant students and their families
- Attend regularly monthly scheduled Mental Health & Family Engagement Coordinator and partner district meetings to maximize alignment of goals, infrastructure, processes/procedures, and programming across high school sites
- Attend regularly scheduled Mental Health & Wellness Council meetings to maximize alignment of goals, infrastructure, processes/procedures, and programming across high school sites
- Services to (SMUHSD & partner district) families/caregivers:
 - Collaborate with other staff members to support treatment plans for students on their caseloads
 - Work with parents to facilitate their support in their student's school adjustment
 - Broker community programs/services for families related to mental/social health, nutrition, and physical health
 - Assist families/caregivers with access to programs available to students with special needs
 - Assist families/caregivers with accessing and utilizing school and community resources
- Provide staff with essential information to better understand factors (cultural, societal, economic, familial, health, etc.) affecting a student's performance and behavior
- Provide staff with information on community resources
- Establish annual goals, in consultation with the Manager/Associate Manager of Mental Health & Wellness Programs
- Perform other duties as assigned.

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned department duties with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

- Must possess a Master of Social Work (MSW), Associate of Social Work (ASW), LCSW (Licensed Clinical Social Worker) and/or Doctorate of Social Work (DSW)
- Minimum 2 years of experience as school-based social worker preferred
- Experience working with individuals from a variety of socio-economic, ethnic and cultural backgrounds
- Bilingual and literate in Spanish preferred

KNOWLEDGE OF:

- English Learner students and immigrant families;
- Student information systems, Google Suite; CANVAS, and UC/CSU A-G portal

- Secretarial and clerical practices and procedures.
- General knowledge of school functions, operations and regulations.
- Office methods and practices, procedures and the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Systems, procedures and software used for updating and maintaining a variety of records using a computer.
- Word processing methods, techniques and programs.
- Correct English usage, spelling, grammar, punctuation and vocabulary.

ABILITY TO:

- Organize, plan, coordinate and direct a variety of complex programs and services.
- Establish and maintain effective working relationships with others.
- Demonstrate excellent communication skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
- Demonstrate effective listening skills.
- Demonstrate effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner.
- Demonstrate effective collaboration and problem solving skills when working with other district and outside agency personnel.
- Demonstrate ability to take initiative and provide self-directed leadership at the school site level.
- Establish and maintain records.
- Knowledge with computers, including Word processing, Google docs, databases and internet access,
- Meet schedules and timelines.
- Observe health and safety regulations.
- Meet District standards of professional attitude as outlined in Board Policies 4119.21, 4219.21, and 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel and squat
- The ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in a working environment

OTHER REQUIREMENTS

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.