

BUCKEYE UNION SCHOOL DISTRICT  
Position (Job) Description – Licensed Clinical Social Worker (LCSW)

<b>TITLE:</b>	FAMILY ENGAGEMENT AND ATTENDANCE LIAISON	<b>REPORTS TO:</b>	Site Principal/Assistant Principal/ Director of Student Services
<b>DIVISION:</b>	Student Services	<b>CLASSIFICATION:</b>	Classified
<b>SITE:</b>	District-wide	<b>WORK YEAR:</b>	214 Days
<b>BOARD APPROVAL:</b>	5/1/2024	<b>SALARY RANGE:</b>	Classified Management Salary Schedule

**SUMMARY**

Under the general direction of the Director/Principal/Assistant-Principal, the Family Engagement and Attendance Liaison will assist schools in assessing and defining problems children may be experiencing with school attendance and performance, family interactions, social problems, and school-community relations which interfere with the student's ability and potential to obtain a satisfactory education. The Family Engagement and Attendance Liaison will also consult and assist parents, teachers and others concerned with the child and his family in planning and implementing appropriate strategies to address impediments to a student's success. In addition, a critical function of the Family Engagement and Attendance Liaison position is to conduct home visits and/or working with students and their families in the home environment for the purpose of assessing student needs and/or consulting with parents on student's progress/needs and to address attendance and truancy issues as well as to develop plans to improve the student's well-being, which will include follow-up procedures and evaluation targets. As appropriate to the credential/license, the Family Engagement and Attendance Liaison position will also provide school-based mental health services at school sites, as needed.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (other related duties may be assigned):**

The following are typical duties and responsibilities for positions in this classification.

- Assess, identify, and provide group and individual interventions to students with emotional, social, behavioral and/or attendance concerns.
- Provide crisis interventions and referrals for students, families, and staff as needed.
- Provide consultation and professional development training to school site personnel on various topics including positive behavior supports, relationship building, and mental health.
- Monitor academic, behavior and attendance progress of students and make recommendations for appropriate interventions.
- Assist in the preparation and revision of reports and correspondence and maintain a variety of documentation.
- Attend and participate in a variety of internal and external meetings such as school site and district level, inter-disciplinary case conferences, inter-agency meetings, etc.
- Assess school and district-wide social problems and situations interfering with students' access to an optimal education experience.
- Serve as a member or consultant for diagnostic and educational planning teams.
- Support the school in adhering to school board regulations on truancy and absenteeism.
- Conduct home visits and work with the student and their family in the home environment for the purpose of assessing student needs and/or consulting with parents on student's progress/needs and to address attendance and truancy issues.
- Attend multi-disciplinary and community meetings, include SARB.
- Promotes and educates students and their families on life skills, coping skills and relationship building (e.g. parenting skills, community resources, district programs, social skill development, home visits, etc)

for the purpose of assisting parents in maintain a positive home environment, building trust between family and strict and supporting the child's educational program.

- Assist in the formulation of administrative procedures, policies, and curriculum which directly affect the welfare of students.
- Encourage, assist, and advocate for families in their pursuit of community and school district services that may assist in the remediation of school centered challenges.
- Participate in district-wide PBIS/MTSS implementation systems and support.
- Document and report student progress following district guidelines and directives.
- Perform related duties as reasonably assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures governing social work practice and the community
- Effective personal and academic counseling techniques and procedures
- Assessment processes including, but not limited to, Individual Education Plans (IEP) and Student Study Teams
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students
- Record keeping and reporting requirements needed for evaluation and ongoing program development
- Report writing and research methods

Ability to:

- Ability to perform the duties identified under "Knowledge of" and maintain current knowledge of program rules, regulations, requirements and restrictions.
- Ability to listen to student's problems with patience and understanding.
- Ability to develop and maintain cooperative working relationships with students, families and others.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to work independently and confidentially, as required.
- Ability to maintain effective and timely written and oral communications with parents, support staff, and other school personnel.
- Ability to demonstrate interpersonal and communication skills using tact, patience, and courtesy.
- Display constructive organization skills, prioritize, and schedule work.
- Operate standard office equipment including a computer and assigned software.
- Floor lift 25 pounds and arm lift 25-pounds.

Education and Experience:

- Master's Degree in Social Work (MSW) from an accredited college or university; and
- Licensed with the California Board of Behavioral Sciences as a Licensed Clinical Social Worker (LCSW); and
- Equivalent of two (2) years post-license experience as a social worker; and
- Experience in K-12 public educational setting is desired and preference may be given to candidates who meet this criterion.

OR

- California Administrative Services Credential; and
- A minimum of five (5) years of successful teaching experience in a K-12 public educational setting; and
- A minimum of three (3) years of successful site administration experience

OR

- PPS Credential in School Psychology, Social Work, or Child Welfare and Attendance; and
- A minimum of five (5) years of successful employment experience serving under a PPS Credential in a K-12 public educational setting; and
- A minimum of three (3) years of successful site administration experience and/or any combination of education and experience that would be the equivalent.

Licenses and certificates:

- Licensed with the California Board of Behavioral Sciences as a Licensed Clinical Social Worker (LCSW), or California Administrative Services Credential, or PPS Credential in School Psychology, Social Work, or Child Welfare and Attendance.
- California Driver's License and evidence of insurability
- TB Test Clearance
- Criminal Justice Fingerprinting Clearance

## **WORKING CONDITIONS**

### **ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee uses personal vehicle for work-related travel between sites. The noise level in the work environment is usually moderate.

### **PHYSICAL ABILITIES:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee will be required to: With reasonable accommodations, if necessary, walk, sit or stand for extended periods of time; dexterity to operate a computer and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information; seeing to read and prepare materials. Floor lift 25 pounds and arm lift 25-pounds.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*