

**SCHOOL SOCIAL WORKER ASSOCIATE****DEFINITION:**

Under general supervision, the School Social Worker Associate will provide school-based mental health services. The School Social Worker Associate will provide a full range of school counseling services to students including individual and group counseling, school-wide intervention and prevention, and work with or refer to outside agencies as appropriate. The School Social Worker Associate will work directly with students who experience difficulties in educational achievement due to social and emotional challenges. S/he will play a key role in building and maintaining a positive school-wide culture.

**QUALIFICATIONS:**

Experience: Two years of professional experience performing similar functions and duties

Education: Master's Degree in Social Work (MSW) from an accredited college or university

Licenses or Certificates Required: Registered with California Board of Behavioral Sciences as an Associate Clinical Social Worker (ACSW)

**DISTINGUISHING CHARACTERISTICS:**

- Effective engagement strategies at all levels – individual, family, group, community, partners, etc.
- Principles and practices of social casework including individual and group work
- Represent school district and student interests through advocacy within the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of Special Education/SELPA Director or designee, incumbent will:

- 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, attend multi-disciplinary and community meetings
- 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 school based implementation
- Document and report student progress following district guidelines and directives
- Perform related duties as reasonably assigned

**KNOWLEDGE:**

- Applicable laws, codes, regulations, policies and procedures governing social work practice and the community
- Assessment processes including, but not limited to, Individual Education Plans (IEP) and Student Study Teams
- Record keeping and reporting requirements needed for evaluation and ongoing program development
- Report writing and research methods

**SCHOOL SOCIAL WORKER ASSOCIATE**

**ABILITIES AND SKILLS:**

- Effectively communicate orally and in writing
- Work individually and as part of a team

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK 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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.