

CERTIFICATED JOB DESCRIPTION

SCHOOL SOCIAL WORKER/COUNSELOR

JOB SUMMARY:

Under the Supervision of the Senior Director of Student Services in collaboration with Site Administrator, and with the direction of the Lead Mental Health Specialist, the School Social Worker/Counselor works collaboratively with the school administrator to perform a variety of functions related to the implementation and coordination of social-emotional learning, counseling, behavioral health programs, and community resources at the assigned school site(s).

ESSENTIAL JOB FUNCTIONS:

- Provides group and individual counseling, social-emotional learning (SEL) lessons, and behavioral interventions within an MTSS framework based on screening tools, student data, and referrals.
- Acts as the school-MTSS Lead for school-attending District Committees.
- Maintains accurate records for students assigned to caseload; document, collect, analyze, and share data as required.
- Utilizes district data management system for documentation of referral, delivery, and evaluation of support services.
- Assists school to utilize School-Wide Information System (SWIS) and/or other data tracking systems to collect and analyze data to determine behavioral patterns and trends and increase program effectiveness.
- Uses progress monitoring tools to measure the effectiveness of interventions and make decisions based on this data.
- Participates in and contributes to the school Student Success Team (SST) and special education processes.
- Provides consultation to teachers, staff, and parents on students' behavioral and emotional needs.
- Intervenes to deescalate and redirect students in crisis.
- Conducts risk assessments and develops plans to promote students' well-being and academic success.
- Refer students and families to community agencies for services and resources.
- Assists the school administrator in planning and conducting professional development for staff on topics such as MTSS, trauma informed care, SEL, and restorative practices.
- Develops, maintains, and reviews 504 Accommodation Plans per legal requirements.

SCHOOL-SOCIAL WORKER/COUNSELOR

- Collaborates with school and district staff to provide comprehensive coordinated services to improve student attendance, including home visits.
- Partners with district and school administrator to provide family education workshops.
- Supervises School Social Worker/Counselor Interns providing services to district students and families.
- Coordinates extracurricular student programs (e.g., Peace Patrol, Student Council) as assigned.
- Attends all mandatory trainings and meetings as determined by the assigned department or division head.
- Serves as a member of the school and district CARE team (Community Aide & Restorative Efforts) during crises.
- Collaborates and consults with Foster Youth & Homeless Liaison to ensure support for vulnerable students.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
California Clear Pupil Personnel Service Credential in School Social Work or School Counseling or Licensed Clinical Social Worker or working towards licensure preferred.
- **Education:**
Master's degree in Social Work, Counseling, or related field.
- **Experience:**
Two or more years of experience working as a School Social Worker/Counselor preferred.

Certificated Salary Schedule

BOARD APPROVED: 09/07/16

REVISION DATES: 05/19/21

02/19/25

03/05/25