

FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
RANGE 17

SOCIAL SERVICE ASSISTANT

JOB SUMMARY

Under general supervision of the school principal or District administrator, acts as a liaison with the parents and community in relation to students and families of students with school attendance problems and provides assistance to school families who may be eligible for various community services. May serve as interpreter during various site meetings and home visitations and assists in the implementation of various social service programs.

EXAMPLES OF DUTIES

Makes home visits, interpreting program or school site rules and policies for parents and students, develops interest in parent participation and community involvement; acts as a liaison with the parents and community in relation to students and families of students with school attendance problems by making home calls and/or visits regarding truancy and poor attendance, to verify addresses, residency permits and inter/intra districts transfers. Checks referrals on children not enrolled in school, child abuse problems and welfare needs. Prepares reports on results of home contacts, follows up and may set up case files; interact with School Resource Officer and/or other law enforcement personnel; assists in completing necessary enrollment, consent and medical forms; in the process of meeting the identified needs of families; assists in setting up conferences between school and family; works with District homeless liaison; consults with program staff on child growth and development; consults and shares with staff the special problems and needs of children and families and assists in the planning to meet those identified needs; coordinates home visits, serving as continuing liaison between home and school; informs parents and legal guardians of attendance requirements and District policies and regulations. Checks on progress of children and families after referrals and/or special consultations; assists parents in planning and developing activities, programs and projects; may attend parent meetings, including Parent Advisory and Parent Policy Committees; makes referrals to community resources for families and locates needed resources; assists school nurse with home visits when an interpreter is needed; assists school nurse with immunization, dental and medical program; may act as interpreter at various meetings of parents, students and/or the community; performs other related duties as needed.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from high school.

Experience: Any combination equivalent to two years of practical experience in working with community service organizations, or youth groups with an emphasis on helping to counsel children with behavioral, educational or disciplinary problems.

Knowledge of: Knowledge of the Fullerton School community and other community service organizations.

Ability to: Understand program and school site policies and effectively communicate these to parents; reassure parents regarding the District programs and encourage them to participate in school activities; learn about community services available and explain them; at some sites may be required to orally communicate in both Spanish and English; maintain effective and harmonious working relationships with students; fellow employees, teachers and administrative staff; follow oral and written instructions; keep simple records, provide transportation for home visits during day or evening hours.

Physical Standards

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this clerical category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption and are in direct contact with the public, students and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office and or community or home visit may be somewhat louder. Possible exposure to blood-borne pathogens, body fluids and communicable disease.

Physical Demands: The physical demands of these positions include the ability to sit for extended periods of time. These positions require some walking and standing as well as bending and reaching at, below and above shoulder level. Lifting, pushing or pulling of objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom and personal contact. Specific vision abilities including close vision, depth perception and the ability to focus are required. The ability to learn and administer first aid and CPR is required at the school site.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted by the Personnel Commission: 7/2/84

Revised by the Personnel Commission: 9/14/87, 10/3/88, and 10/4/06