

JOB DESCRIPTION
San Diego County Office of Education

SCHOOL SOCIAL WORKER – ALTERNATIVE EDUCATION PROGRAMS

Purpose Statement:

Under general supervision from assigned administrator, plans, coordinates, organizes, and manages the implementation of social-emotional learning and mental health programs aligned with the San Diego County Office mission, goals, and objectives for student learning.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Works directly with families, school staff and community partners to provide social service support to students.
- Consults with teachers, administrators, and school staff regarding the social, emotional, and behavioral needs of students.
- Identifies and provides intervention strategies for students and their families, including crisis intervention and individual or group mental health counseling.
- Assesses and identifies barriers to school attendance, providing interventions and supports for students demonstrating chronic absenteeism.
- Assists in the implementation of mental health-related activities and social-emotional learning programs at school sites.
- Identifies and assesses school and districtwide social problems and situations interfering with students' access to an optimal education experience.
- Develops programs and activities to address situations adversely affecting the personal, social-emotional, and academic development of students.
- Serves as member of diagnostic and educational planning teams (i.e. MTSS, PBIS, SAFE) and the district crisis response team.
- Coordinates social services resources for use by students, families and school personnel.
- Participates in the development of training programs for staff and families related to the mental health needs of students.
- Provides instruction, supervision, and support to the field placements of university sponsored

social work interns, who are providing social and mental health supports to JCCS operated schools and programs.

- Attends meetings and conferences to stay current on the biological, psychological, sociological, and environmental factors affecting student learning.
- Maintains appropriate and effective student records, files, and documentation to support follow-through with the services needed
- Collects, analyzes and reports on applicable data for evaluating program service effectiveness and impact; develops and submits required reports.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE of:

State and federal regulations regarding child abuse, school safety, 504 plans, and IDEA

Professional standards required by School Social Workers

Local and state social agencies and community supports

Techniques, strategies and methodologies for providing intervention and support for students and their families dealing with issues involving their mental and emotional health

ABILITY to:

Collaborate with school teams to offer support and help others complete shared tasks.

Facilitate committees and meetings for the purpose of coordinating activities and ensuring outcomes and objectives are achieved

Communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations

Prepare a wide variety of written materials, e.g., reports, correspondence, training materials, for the purpose of documenting activities, providing written reference and/or conveying information

Present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls

Research resources and methods for the purpose of developing and implementing programs and services for the assigned functional responsibilities

Demonstrate non-judgmental cultural and linguistic sensitivity

Work harmoniously and effectively with students, staff, parents and partner agencies

Provide socio-environmental analysis and diagnosis on students

Coordinate activities from many sources for the benefit of students

Ability to assist in program development

Supervise and motivate social work interns

Working Environment:**ENVIRONMENT:**

Duties are typically performed in an office setting. May be designated in an alternate work setting using computer-based equipment to perform duties. Applicants must be able to travel between multiple school or community sites.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Successful experience that demonstrate ability to perform essential functions of the position; and

Education: Master's degree from an accredited college/university; or

Equivalency: A combination of education and experience equivalent to a master's degree from an accredited college/university and successful experience that demonstrate ability to perform essential functions of the position.

Required Testing

N/A

Certificates, Licenses, Credentials

California Pupil Personnel Services Credential in School Social Work
Additional authorization in Child Welfare and Attendance preferred
Licensure as a Clinical Social Worker in the State of California preferred
Valid California Driver's License
CPR and First Aid certification are highly desirable.

Continuing Educ./Training

N/A


Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Basic Teacher Compensation Plan, Salary Plan 060

Approval Date: 03/2015

Approved by: 
Don Ogden, Ed.D.
Assistant Superintendent, Human Resources

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