

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: School Social Worker

Classification:	Certificated	Work Year:	192 Days
Department:	District Office	Board Approval:	3/18/2021
Reports To:	Director of Student Services and Community Engagement		
Salary Range:	Psychologist/ Mental Health Clinician Salary Schedule		

BASIC FUNCTION:

The job of School Social Worker is for the purpose of ensuring operation in compliance with the county, state, and/or federal requirements; providing information on services and support available to students and families; conveying information regarding school and/or district activities, procedures, programs and referring families to other agencies to provide supports. Is responsible for assisting with intervention, therapy, and consultation/outreach with the goal of facilitating and promoting appropriate behavioral health and academic growth for all students in the district. May include but not limited to, students receiving Educationally Related Mental Health Services (ERMHS). Social Workers will also consult with teachers, administrators, specialists, parents, agency and district personnel.

REPRESENTATIVE DUTIES:

- Provides services to children, teachers, administrators, parents, and community agencies through a variety of special programs and resources.
- Provides social/mental health therapy to students and families.
- Assesses students and family needs (e.g. financial, medical, parenting skills, etc.) for the purpose of developing and implementing individualized plans of service to support educational objectives for students.
- Consults with teachers, administrators and other school staff for the purpose of providing service to meet the social and emotional needs of students.
- Participates in case conferences involving cooperation with other mental health workers, school personnel and community agencies.
- Coordinates activities with a variety of outside service agencies, community programs, and the school sites, for the purpose of providing referrals to families and/or students.
- Facilitates prevention, identification and intervention through direct and indirect learning services for the purpose of supporting students, families, and school staff in addressing social and emotional needs to improve student outcomes.
- Identifies intervention strategies including counseling, case management, crisis intervention for the purpose of providing effective support for the students and families.
- Facilitates and participates in student focused meetings such as Foster and Homeless Education Meetings, Individualized Education Plan (IEP), 504 meetings, Collaborative Conferences, SST's and parent conferences to provide support and resources to ensure student growth and success.
- Facilitates or participates in meetings to address Chronic Absenteeism and Truancy.
- Maintains case records and confidential documents for the purpose of documenting activities and complying with mandated requirements.
- Participate in at home visitations to provide services to students and families as necessary.
- Act as a liaison for the district and the students with other district staff, community agencies, and local or state agencies.
- Participates in workshops, meetings and trainings as assigned for the purpose of conveying and/or gathering information required to perform responsibilities and functions.
- Attends professional meetings such as staff meeting and professional development as required.

- Responds to requests for intervention to support the needs of students.
- Responds to all inquiries for the purpose of providing information on district support services and/or educational programs.
- Serve as a consultant to school and district staff for the purpose of supporting the implementation of school wide intervention and resource programs.
- Understand and implement current federal laws, state laws, education code and board policies for the purpose of ensuring legal and procedural compliance.
- Perform other related duties as required or needed that are suitably related to the job duties of a School Social Worker.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic math, including calculations using fractions, percentages, and/or ratios;
- Read technical information, compose a variety of documents, and/or facilitate group discussions;
- Analyze situations to define issues and draw conclusions;
- Specific age appropriate activities/behaviors;
- Educational codes/laws/rules/regulations/policies;
- Social, cultural, ethnic and emotional forces in children which affect the learning process;
- Counseling, therapeutic, social and emotional, and educational services for pupils and families;
- Fundamental principles and accepted practices, current trends, literature and research related to social work in schools;
- Positive Behavior systems in school settings;
- Current and emerging technology;
- Modern office methods, procedures, and practices;
- Proper English usage, grammar, punctuation, and spelling

ABILITY TO:

- Schedule a number of activities, meetings, and/or events;
- Routinely gather, collate, and/or classify data;
- Independently work with others in a wide variety of circumstances;
- Analyze data utilizing defined but different processes;
- Work with a significant diversity of individuals and/or groups;
- Work with data of varied types and/or purposes; and utilize job-related equipment;
- Independently problem solve, to analyze issues and create action plans;
- Problem solve and analyze data to meet organizational objectives;
- Adapt to changing work priorities;
- Be attentive to detail;
- Communicate with diverse groups;
- Display tact and courtesy;
- Establish and maintain effective working relationships;
- Maintain confidentiality;
- Meet deadlines and schedules;
- Work as part of a team;
- Work with detailed information/data;
- Follow guidelines related to the provisions of Educationally Related Mental Health services;
- Work with children as a mental health clinician in a public education setting;
- Operate standard office equipment/machines such as calculator, copy machine, computer;
- Word process accurately and efficiently;
- Perform routine arithmetical calculations;
- Communicate effectively in oral and written form;
- Work under limited supervision following standardized practices and/or methods;
- Direct other persons within a small work unit.

EDUCATION AND EXPERIENCE:

- Job related experience with increasing levels of responsibility is desired.
- Masters Degree from an accredited college or University in Social Work.

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver's License
- Pupil Personnel Services Credential in School Social Work
- Fingerprint/Background Clearance
- TB Clearance

WORKING CONDITIONS:**ENVIRONMENT:**

- Normally located in a work environment with light physical qualifications and requirements;

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 to perform the essential duties.

- Ability to lift 25 lbs. max or carry object weighing up to 15 lbs.
- Sufficient vision to read printed material.
- Sufficient hearing to conduct in person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity, to write, use telephone, office, and media equipment.
- Sufficient mobility to move about the District and drive a car.
- Ability to travel locally and make home visitations of students and families as needed.
- Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.