

MANAGEMENT JOB DESCRIPTION

DISTRICT SOCIAL WORKER

JOB SUMMARY:

Under the direction of the Executive Director of Special Education and Pupil Services, plans, coordinates, organizes, and manages the implementation of social-emotional learning and mental health programs.

ESSENTIAL JOB FUNCTIONS:

- Works directly with families, school staff members, and representatives of community agencies in foster youth, child abuse, and neglect cases.
- Supervises and trains School Social Work Interns providing services to the sites.
- Establishes monitoring and evaluation process for students enrolled in social services and programs.
- Provides training services to site staff on positive behavioral supports and relationship building for students.
- Conducts school-based small group lessons using evidenced-based program curriculum on topics related to project goals.
- Coordinates and facilitates family skills training programs.
- Assists in the implementation of schoolwide violence prevention programs at school sites.
- Assesses school and districtwide social problems and situations interfering with students' access to an optimal education experience.
- Serves as liaison between the school, the home, and the community in building and maintaining positive relationships.
- Participates with school staff in addressing situations adversely affecting the personal, social-emotional, and academic development of students.
- Serves as a member or consultant for diagnostic and educational planning teams.
- Coordinates social services resources within and outside the school system for use by students, families, and school personnel.
- Develops, submits, and implements an annual social services plan based on identified needs.
- Participates, as appropriate, in the development of training programs for staff and families related to the mental health needs of students.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Education and Experience: Master's Degree including all courses needed to meet credential requirements; two or more years of experience in school social work services.
- Required Credentials(s): California Clear Pupil Personnel Services Credential in School Social Work.
- Licensed Clinical Social Worker, preferred.

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- **Personal Qualities:** Ability to plan, organize, coordinate and prepare clear, accurate, and timely written and oral reports; identify and assess the socio-emotional needs of students and design appropriate educational or preventative interventions to enhance the learning environment; establish and maintain effective and cooperative working relationships with others; communicate and interact effectively and professionally under pressure; and analyze situations and adopt effective courses of action.

Management Salary Schedule: Range J
BOARD APPROVED: 12/10/14
REVISION DATES: