Position: Social Worker	FLSA: Exempt	Work Days: 223
Reports to: Assigned Supervisor as determined by the Superintendent or Designee	Salary: Unrepresented Specialists Salary Schedule – Range V	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, the Social Worker specializes in working with school-aged children, their parents, teachers, and school administrators to help students cope with a wide range of issues and perform well academically. Social Workers typically work full-time in an office within a school but may need to travel to serve multiple schools in the area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the implementation of Natomas Unified's Vision, Core Beliefs and Commitments, and Theory of Action.
- Strive to help students grow socially and academically. Depending on the student, this may look like helping students resolve issues like bullying, school absences, and other conflicts. It may also involve helping students cope with disabilities, behavior management, and mental health issues.
- Provide emotional support and encouragement to students and families, as needed.
- Provide support for parent involvement in education.
- Provide case management services in conjunction with the family support team model; work with the family support team to do assessments, linking, monitoring, evaluation, and case planning.
- Communicate with parents about monthly parent meetings, parent education opportunities, community resources, field trips, events, and other activities; engage speakers to speak to parents.
- Collect and record confidential data on participating families on an ongoing basis according to established guidelines; maintain computer-based documentation of all contacts, referrals, and services provided and outcomes achieved for participants; participate in data gathering and evaluation to evaluate case management services and deliver; provide data to state and federal agencies; maintain current attendance files.
- Develop relationships with outside agencies in order to maximize the available supports and services to students and families.
- Assist families as they enroll their child in Natomas Unified School District by ensuring that they receive information about educational and other services for which they are eligible including, but not limited to: school meal programs, after school programs, English Language Learner programs, special education programs, transportation, school supplies, emergency clothing, referrals to medical, dental, mental health or other services they may need through coordination with social service and community organizations.
- Assist students and families in accessing school and community services by providing instruction in self-advocacy, including completion of complex forms and applications.
- Provide support in publicizing, marketing and promoting various programs and services throughout the District and community.
- Monitor appropriate work flow, office procedures and protocols, priorities and work assignments to meet the needs of the District and the community.
- Assist in the implementation of goals, objectives, policies, and priorities for assigned department(s).

- Provide technical and intellectual expertise to assigned supervisor regarding assigned functions; formulate and develop practices and procedures with oversight from assigned supervisor.
- Provide information and assist in developing strategies for effective utilization of funding.
- Provide leadership and support for the effective and efficient day-to-day operations.
- Ensure dissemination of information and promote effective departmental communications.
- Observe, consult with, and assist staff in implementing district programs.
- Analyze and use data to support the District in developing long and short-range plans to improve systems and processes.
- Attend and participate in professional development opportunities to stay abreast of changes and new developments in education; attend parent education meetings and workshops, including some weekend-sponsored activities.
- Perform other related duties and responsibilities as required or assigned.

QUALIFICATIONS

Knowledge of:

- Technical aspects of field specialty.
- Conflict resolution strategies and team building principles and techniques.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Counseling techniques, laws, rules and regulations.
- Federal legislation and requirements in regards to homeless education principles and practices.
- Education code related to assigned department(s).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record keeping, office organization and clerical skills.
- District organization operations, policies, goals and objectives.

Ability to:

- Apply an exemplary work ethic directed at continuous learning and improvement.
- Be self-motivated and approach problem solving proactively.
- Demonstrate character and honesty.
- Demonstrate loyalty and high ethical standards.
- Demonstrate and prize integrity.
- Show self-control, especially under pressure.
- Exercise discretion and confidentiality.
- Be willing to go the extra distance for the organization; believe that individual success is the byproduct of placing the organization first.
- Work independently.
- Assist in implementing systems, structures and protocols for clarity.
- Assist in the administration of department goals, objectives, and procedures.
- Plan and organize work to meet schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and make recommendations in support of goals.
- Review and analyze complex issues, propose solutions and implementation strategies, and bring plans to completion under the direction of assigned supervisor .
- Under the direction of assigned supervisor apply Federal, State and local policies, laws and regulations.

- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise. judgment/discretion in interpreting and applying rules, regulations, policies and procedures.
- Compile and analyze information and prepare reports.
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.
- Demonstrate respect for each person in the organization.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain professional relationships with the parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Maintain consistent and punctual attendance.
- Maintain effective audio-visual discrimination and perception for:
    - Making observations
    - Communicating with others
    - Reading and writing
    - Operating assigned equipment
- Maintain mental capacity which allows the capability of:
    - Making sound decisions
    - Demonstrating intellectual capabilities

PHYSICAL ABILITIES

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

EDUCATION AND EXPERIENCE

- Education: A Master's Degree in social work is required. A licensed Social Worker is preferred but not required.
- Experience: Experience in student/community education; planning and implementing programs and services for students, staff and families; and/or other related experience, preferably in a public education setting.

LICENSES AND CERTIFICATES

- Valid California Driver's License