

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: School Social Worker/Student Support Specialist

BASIC FUNCTION:

Under the direction of the Director, Social Emotional Support, plans, coordinates, organizes, and manages the implementation of social-emotional learning and mental health programs at assigned schools and works directly with youth who may be experiencing problems with school attendance and performance, family interactions, social problems and school-community relations that interfere with the student's ability and potential to obtain a satisfactory education.

ESSENTIAL DUTIES:

- Works directly with students, families, school staff members, and representatives of community agencies in foster youth, child abuse, and neglect cases
- Provide services to children, teachers, administrators, parents, and community agencies through a variety of special programs
- May supervise and train School Social Work Interns, providing services to the sites.
- Establishes a monitoring and evaluation process for students enrolled in social services and programs
- Provides professional development services to site staff on positive behavioral supports and relationship building for students
- Conducts school-based individual and small group mental health counseling using evidence-based methods and curriculum on topics related to student goals
- Coordinates and facilitates parent education programs
- Assists in the implementation of schoolwide social-emotional learning program and positive behavior interventions and supports (PBIS) at school sites
- Assesses student, school, and district-wide 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. Complex case management coordinating school support services with parents, private mental health providers, school personnel, and/or community agencies
- Participates with school staff in addressing situations adversely affecting the personal, social-emotional, and academic development of students
- Make appropriate referrals of families to public or private community resources for assistance
- Provide in-service training for students, parents, and staff regarding personal, interpersonal, and social problems

- 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
- Maintain appropriate case records and complete/submit a variety of forms, evaluations, and program reports
- Follow established policies and procedures for reporting incidents such as child abuse, substance abuse, harassment, and violence

OTHER REPRESENTATIVE DUTIES:

- 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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- The effect of social, cultural, ethnic, and emotional forces on children that affect the learning process
- Counseling, therapeutic, and educational services for students and families
- Fundamental principles and accepted practices, current trends, literature, and research related to social work in schools
- Effective knowledge of intervention techniques, direct interactive instruction, and strategies
- Effective classroom behavior intervention strategies
- Applicable laws, codes, regulations, policies, and procedures
- Effective presentations and training
- System-based approaches to implementing educational activities
- Managed care and building linkages with service providers in the community
- Effective school discipline practices
- Data collection and analysis

Ability to:

- Train others on targeted and individual behavior and social-emotional support
- Communicate effectively in oral and written form, clearly and persuasively

- Establish and maintain cooperative and effective working relationships with others
- Organize, evaluate, and analyze data and plan actions based on the data collected
- Work confidentially with discretion
- Build and develop community partnerships
- Successfully handle multiple projects concurrently; ability to work as a team member
- Conduct staff development
- Meet schedules and timelines

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance, which establishes a desirable example for students
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and information
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Ability to work within short timelines
- Commitment to professional courtesy
- Commitment to high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education/ Experience:

Master's Degree, including all courses needed to meet credential requirements; two or more years of experience in school social work or counseling services.

Certification/Licenses Required:

- California Clear Pupil Personnel Services Credential authorizing services in School Social Work preferred, also will accept School Counseling, School Psychology, or Child Welfare and Attendance.
- Licensed Clinical Social Worker preferred, also will accept Licensed Professional Clinical Counselor, Licensed Marriage and Family Therapist, or Licensed Psychologist.

- Valid California Motor Vehicle Operator's License

WORKING CONDITIONS:

Environment:

- Classroom, office, or playground environments.
- Moderate to loud noise levels.

Physical Requirements:

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 with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to stand or sit for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and/or move up to 15 pounds, occasionally lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds with assistance
- Ability to see for purposes of reading instructions, labels, and other printed matter, and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate office equipment with dexterity and in a safe and efficient manner

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines

- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures, functions and limitations of assigned duties

Work Year: 197 days

Salary Range: Certificated Counselor/Social Worker Salary Schedule