CERTIFICATED

SCHOOL SOCIAL WORKER

JOB SUMMARY:

Under the direction of the Executive Director of Student Services or designee, the position of the School Social Worker is a professional educator and clinician with specialized training in counseling and human behavior whose main focus is on the optimum development and learning efficiency of the individual student. The School Social Worker works with students on developing emotional and social skills with peers and adults, as well as working closely with administrators, counselors, teachers and other professional staff on issues related to the educational and emotional success of students.

ESSENTIAL FUNCTIONS:

The duties of the School Social Worker shall include, but not limited to, the following:

1. Provides direct counseling to students individually and in groups; assists them in developing decision-making, time management, and coping skills, formulating social-emotional goals, and monitors progress
2. Conducts interviews, assessments, data reviews, and observations to determine the educational and social-emotional needs of students
3. Prepares and maintains documentation to provide written support, develop recommendations and/or convey information
4. Identifies school-based and community resources, communicates with outside agencies and makes referrals to provide support to students and families, and assists in monitoring and follow-up of students
5. Implements strategies to improve student attendance, including SART, SARC, SARB, home visits, individual attendance support meetings, group attendance support meetings, and follow up with families
6. Contacts families to confirm housing, unaccompanied and foster youth status and connects students and families with resources to eliminate barriers to accessing academic and extracurricular activities in conjunction with site McKinney-Vento liaison and Student Services
7. Supports school/district initiatives and restorative practice models that provide alternatives to school suspensions
8. Participates in group and individual meetings including parent conferences, Intervention Team, and Section 504/IEP meetings to assist with developing or modifying student support plans or services, and/or making recommendations for identified students
9. Assists schools in developing a safe and positive learning environment and in the development of policy and procedure and implementation of wellness and mental health plans
10. As part of a team, participates in safety assessments and provide crisis intervention to students and family members in need

11. Cooperatively works with site and district administrators to provide assistance to schools during crisis interventions
12. Attend professional development to stay informed on the content and status of current legislation as it relates to student and family support service programs
13. Participate in and provide support to relevant parent education and staff training to educate about related student needs
14. Performs other related duties and assignments as required

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Current practices, principles, and methods in school social work, counseling, and student support services
2. Standard office equipment operation
3. Applicable laws and education codes, including but not limited to, confidentiality, FERPA, mandated reporting, child welfare & attendance, etc.

Ability to:

1. Communicate effectively, both orally and in writing, using correct grammar, punctuation, and spelling.
2. Establish and maintain positive and effective working relationships with students, staff, parents, and others.
3. Work collaboratively and effectively as part of a team and demonstrate leadership and team-building skills.
4. Work effectively with diverse groups of students and individuals from varied socioeconomic, cultural, and educational backgrounds.
5. Organize work, establish priorities, and meet schedules, deadlines, and timelines.
6. Analyze situations accurately, exercise sound judgment, and take effective action.
7. Understand, interpret, and apply rules, regulations, policies, procedures, and other written materials.
8. Understand and carry out oral and written instructions.
9. Understand and interpret data and use information to support effective decision-making.
10. Maintain confidentiality of student information, records, and other sensitive information.
11. Rapidly learn and apply new methods, procedures, materials, and technology.
12. Operate standard office equipment, computers, and related software applications.
13. Work independently with minimal supervision.
14. Travel locally as required.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

The usual and customary methods of performing the job functions require the following physical demands and working conditions:

1. Hearing and speaking to exchange information in person and by telephone.
2. Seeing to perform assigned duties and read printed and electronic materials.
3. Sitting, standing, and walking for extended periods of time.
4. Dexterity of hands and fingers to operate a computer keyboard, telephone, and other office equipment.
5. Bending, kneeling, stooping, reaching overhead, above the shoulders, and horizontally to retrieve and store files, supplies, and other materials.
6. Occasional lifting and carrying of light objects.
7. Pushing and pulling as necessary to perform assigned duties.
8. Frequent interaction with students, staff, families, and community partners in a variety of school and community settings.
9. Travel between District school sites and, as needed, driving to meet with students and families at their homes or other community locations.
10. Work may occur in classrooms, offices, outdoor areas, and other school or community environments.

EDUCATION AND CREDENTIALS:

1. Master's Degree in Social Work with a valid California Pupil Personnel Services Credential in School Social Work with an added authorization in Child Welfare and Attendance
2. Valid California license as a Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT), or credential as a Licensed Educational Psychologist (LEP), preferred
3. Bilingual skills preferred
4. Possession of a valid California driver's license and availability of private transportation.

EXPERIENCE:

1. One year of experience working with children and adolescents in an educational, social services, or mental health setting.
2. Demonstrated experience with crisis intervention and/or behavioral intervention techniques

CLEARANCES:

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