



Date Adopted: 6/12/2012

Certificated: CORE

Job Description SCHOOL SOCIAL WORKER

PRIMARY FUNCTION

Under the direction of program administrator, site principal, or other appropriate district administrator, follow program guidelines as determined by funding sources to implement school social work services.

MAJOR DUTIES AND RESPONSIBILITIES (may include but not limited to the following)

- Follow program guidelines as determined by funding sources
- Facilitate and support site level implementation of school wide positive behavior systems
- Attend and participate in all trainings and meetings per funding requirements
- Perform case management and connect families to appropriate community resources
- Facilitate small groups and classroom lessons focused on student social skill development
- Provide 1:1 counseling and crisis intervention, as necessary
- Provide counseling and group work services to students
- Refer students and families to community mental health agencies and other resources as needed
- Serve as a liaison between school, family and community resources
- Perform home visits as needed
- Provide trainings and presentations as they relate to program parameters and funding requirements
- Work collaboratively with district and site staff
- Follow direction from program coordinators to support pupil behavior at school site(s)
- Compile data and write reports regarding student progress in the program parameters
- Comply with NASW code of ethics and California's Education Code (from another job description)
- Operate a variety of office equipment including a computer and assigned software
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Positive behavior systems in the school setting
- Research-based social skill curriculums for elementary pupils
- Current trends and research concerning the growth and development of children and youth
- Maintain confidential information and records
- Applicable sections of State Education Code and other applicable laws
- Techniques to engage pupil and parents in the school setting

Ability to:

- Access community resources to assist pupils and families
- Effectively work with students and families from diverse cultures
- Engage school staff, pupils, and parents in systemic programs
- Ability to implement site- based positive attendance and behavior systems
- Maintain consistent, punctual and regular attendance
- Display the use of good judgment in making decisions
- Communicate effectively both orally and in writing
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information and make presentations
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members

EXPERIENCE AND EDUCATION REQUIREMENTS

- Knowledge and experience with computer student information systems
- Experience providing case management, facilitating student groups and crisis counseling
- Experience working with children and youth for a minimum of three years in a school setting is preferred
- Master’s Degree in Social Work required

CREDENTIAL

- Valid Pupil Personnel Services Credential with authorization in School Social Work required

LICENSE

- Possession of a valid California Drivers’ License and current proof of insurance are required

WORK CONDITIONS

Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor office work environment and include visitations to the sites.

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. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate a computer keyboard and adjust.

Bend at the waist, kneel, or crouch to file materials.

Sit or stand for extended periods of time.

Reach above shoulders.

Climb a stool or ladder.

Hazards:

Contact with dissatisfied or abusive individuals is probable. May conduct home visits in high crime and gang-affiliated homes and communities. May risk exposure to lice and other communicable diseases and home environments, which are not clean or safe.