

Employee Signature _____

SCHOOL SOCIAL WORKER

DEFINITION

Under the direction of the Director of Student Support Services, provide comprehensive school social work services to parents, students, and school staff, addressing barriers that limit a student from receiving the full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, and others by providing direct services and by assisting families in accessing appropriate community resources.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Possess an extensive knowledge of a variety of forms of intervention and prevention models for both individuals and group settings.
- Maintain ongoing case load of “at-risk” students from assigned school sites.
- Foster healthy families through community and school programming, including, but not limited to parent education and community service.
- Create and maintain relationships with outside agencies to help foster better learning and support for the students of Saugus Union School District (SUSD) and their families.
- Perform initial intake screening for a variety of behavior and/or healthcare related services; assess need and urgency of response; determine services and potential need for referral to other service providers; monitor delivery of treatment and social services.
- Link students and parents to mental health, medical and social services; including necessities (food, clothing, shoes, and housing).
- Support school-wide behavior plans (such as PBIS) and other behavior related concerns.
- Participate on multiple-disciplinary assessment team by assessing mental health needs of students.
- Develop individual behavior plans for students.
- Provide crisis counseling and referrals for students as needed.
- Consistently and routinely update case files for students under their caseload.
- Support the SART and SARB processes, when appropriate, to assist in the prevention and remediation of attendance problems.

- Oversee the monitoring of students with serious attendance problems and assist in follow-up by phone, email, letters, attendance reports and tracking attendance on the Student Information System (SIS).
- Review attendance policies annually in collaboration with district administration.
- Exhibit positive rapport with students and families.
- Work with school and district personnel in obtaining needed assistance for pupils and/or families from community agencies.
- Assist site and district staff in conducting residency checks and home visits.
- Possess a thorough understanding of the National Association of Social Workers (NASW) Code of Ethics.
- Create positive and consistent communication with SUSD staff and administration about social work goals and processes.
- Attend and participate in a variety of internal and external meetings at school site and district level, inter-disciplinary case conferences, inter-agency meetings, etc.
- Perform other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge and Skills:

- Organizational structure of educational systems.
- All applicable laws, regulations and policies related to students.
- Principles, practices, trends, goals, and objectives of public education, particularly as they apply to school social work and child welfare and attendance.
- Legal mandates, policies, regulations, and guidelines pertaining to student attendance.
- Homeless Education, Foster Youth Services and At-risk students.
- Socio-economic and psychological social behavior affecting individual behavior, social-emotional learning (SEL), social functioning and behavioral abnormalities.
- Understanding of the knowledge, skills, and processes for effective casework practice.
- Foundations of school psychology
- Networking with school programs and community agencies to provide essential services for families and children.
- Understanding of child development, psychopathology, social and environmental conditioning, cultural diversity, and family systems.
- Techniques for dealing with individuals from a variety of socio-economic, ethnic and cultural backgrounds including those with emotional problems.
- SIS Program; student searches, log entries, and attendance reports.

Education and Experience:

- Minimum of three (3) years of successful experience in a position performing pupil personnel services and/or related functions in a school setting (such as School Counselor, Social Worker, or related occupation) preferred.
- Master's Degree from an accredited school with a major in psychology, sociology, social work, or other related field.
- LCSW, LMFT, or LPCC required.
- PPS required and CWA certification preferred.
- Bilingual highly preferred.
- Word processing, spreadsheet development, and database management skills required.
- Possession of a valid California Driver's License.

Physical:

Good physical condition; able to pass required district physical.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift and carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder and elbow external and internal rotation, abduction and adduction, and flexion and extension and flexion
 - knee and back lateral flexion and extension
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.