

PERSONNEL

SCHOOL SOCIAL WORKER Certificated Job Description

DEFINITION

A certificated position who will improve mental and emotional health in the educational setting by performing behavioral, social, emotional and mental health assessments, case management, individual and group therapy, anticipatory guidance, education, preventable health promotion and management of common behavioral, social, emotional and mental health concerns, social factors and illnesses. The services enhance school attendance and assist students, families and staff with meeting behavioral, social, emotional and mental health care needs resulting in overall improved wellness and academic performance and improvement in the school community and a positive school climate.

EXAMPLES OF DUTIES

The School Social Worker: Conducts assessments of students, families and systems/organizations (classroom, school, neighborhood, etc.) with a goal of improving student social, emotional, behavioral and academic outcomes, uses interventions based on assessment relevant to the concern in the referral including goals, objectives, methods of evaluations and outcome criteria; Understands and uses evidence-informed practices in interventions and service delivery; provides support to apply intervention in multi-tier framework and addresses the ecologies (i.e. home, school community)most relevant to the problem; Provides case management for students and families including home visits; provides individual, small and large group therapy in various locations, including home; Participates in meetings with district staff and outside agencies as necessary to coordinate comprehensive school and wellness center health services for individuals; Maintains records and prepares behavioral, social, emotional and mental health related reports as required by law; provides accurate, timely and complete electronic documentation; provides training and information regarding district behavioral, social, emotional and mental health related practices, policies, and responsibilities to staff, students, and community members as appropriate; evaluates and follows-up on all treatments and referrals in a timely manner according to established protocols; maintains professional standards of Health Insurance Portability Accountability Act (HIPPA) and Family Educational Rights; Assists in the development and revision of clinical protocols and organizational policies; explores and assists in addressing behavioral, social, emotional and mental health related problems; may be required to perform other duties as assigned.

DESIRABLE QUALIFICATIONS

1. Experience and/or training in school district social work, including knowledge of emotional and mental health issues that affect public schools, facilitating, and participating in the multi-disciplinary team process
2. Ability to work effectively with staff, students, and public; skill & accuracy in oral and written expression.
3. Valid California driver's license.

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EDUCATION:

1. Master's degree from an accredited college/university in Social Work or related field of study.
2. Pupil Personnel Services Credential in School Social Work or eligibility to obtain a waiver for a Pupil Personnel Services Credential in School Social Work.
3. Licensure as a Clinical Social Worker desired.

Ability to:

1. Maintain the security of sensitive, confidential and privileged information
2. Learn, interpret, and apply school district policies, laws, rules, and regulations.
3. Take responsibility and use good judgment in recognizing scope of authority
4. Understand and carry out complex oral and written directions
5. Operate standard office equipment such as calculator, copier, typewriter and computer
6. Compose correspondence independently
7. Proficiency in typing correspondence, reports and technical data
8. Maintain confidentiality and use discretion.
9. Ability to work effectively with staff and the general public, and to respond appropriately in situations requiring specialized knowledge, tact, and good judgment
10. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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| 1. Seldom = Less than 25% | 3. Often = 51% - 75% |
| 2. Occasional = 25% - 50% | 4. Very Frequent = 76% and above |

- 4 a. Ability to sit for extended periods of time
- 2 b. Ability to stand for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

Adopted: 6/20/2023