

JOB DESCRIPTION

April 2011

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

SCHOOL SOCIAL WORKER

General Purpose:

A School Social Worker is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The School Social Worker provides behavioral, emotional and educational counseling to groups and individuals, assists students in adjusting to school and community life and serves as liaison to other agencies. The School Social Worker also assists with the intake of incoming students and with their return to district educational programs.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Collaborates with Individual Education Plan (IEP) team members in regards to the students' progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required at least three days in advance of IEP.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Prepares written reports as required.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Assists students in identifying and solving emotional and educational problems, adjusting to school and community life, and preparing for appropriate post-secondary training, or to transition back to their regular school of attendance.
- Assists students in evaluating their relationships with other students and with teachers and/or administrators; helps students in predicting the consequences of various courses of action open to them; reinforces behavior appropriate to the school environment by utilizing guidance techniques; and refers serious behavioral problems to the administrator of the program.
- Assists in the planning, development and implementation of programs which include initiating group and individual activities to assist in the academic and social skill acquisition and success of students.
- Assists with the enrollment of students into alternative education programs, prepares records and attends meetings regarding re-entry into regular schools and programs.
- Obtains and evaluates student data, including test results, personal histories, school records, teachers' reports, parental information, and agency reports.
- Observes and analyzes student behavior and administers and evaluates achievement and other types of tests in order to develop student behavioral and educational goals.
- Provides direct support to assigned special education programs.
- Provides counseling and support to students, parents, teachers, and agencies regarding home-school problems.
- Provides direct counseling to students to assist them with adjustment.
- Recruits, screens and intakes referrals for counseling.

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- Provides direct client services through initial assessment, individual and group counseling, family and group therapy and referral as needed.
- Maintains confidential files, records and documents for prevention related activities and outcomes.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Master's degree in Social Work, Counseling or other related field is preferred.
- Bachelor's degree in Social Work, Psychology, Sociology or related field is required.

Experience:

- Minimum of two years experience working with programs which required extensive coordination between agencies.

Knowledge, Skills and Abilities:

- Knowledge of techniques, methods and resources in planning and implementing a comprehensive educational and career counseling program.
- Knowledge of community resources for referrals.
- Knowledge of casework, school social work, school counseling and therapy.
- Knowledge of available referral agencies and resources within the county.
- Knowledge of child development and learning theory.
- Knowledge of assessment instruments and procedures, and instructional materials and techniques.
- Ability to successfully counsel students and parents.
- Ability to establish and maintain effective working relationships with a variety of individuals and agencies.
- Ability to communicate effectively orally and in writing.
- Ability to plan, organize and schedule a master calendar to meet deadlines, goals, and objectives.
- Ability to implement psycho-social assessment and intervention techniques.
- Ability to perform crisis assessment and intervention.
- Ability to conduct group process counseling techniques.
- Ability to plan, organize and administer programs.
- Ability to meet schedules and time lines.
- Ability to plan, coordinate and document projects.
- Ability to prepare and deliver oral presentations.
- Ability to operate a computer and related software.
- Ability to prepare statistical reports and records.

Required Testing:

- Applicants may be tested.

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Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Pupil Personnel Services Credential: Social Work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives or other agencies, and the community.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: _____

Date: 4-26-11

Human Resources: _____

Date: 4/26/11