

## JOB DESCRIPTION

July 2024

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **SOCIAL WORKER, PATHWAYS CHARTER**

#### **General Purpose:**

A Social Worker, Pathways Charter is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Social Worker, Pathways Charter provides behavioral, emotional, and educational counseling to groups and individual students, assists students in adjusting to school and community life, and serves as liaison to other agencies. The Social Worker, Pathways Charter 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 regard to the students' progress.
- Notifies case manager, completes and sends appropriate forms to the parent or case manager, prepares a 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 parents 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 an 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 comprehensive school of attendance.
- Assists students in evaluating their relationships with other students and with teachers and/or administrators; helps students predict the consequences of various courses of action; reinforces behavior appropriate to the school environment by utilizing guidance techniques; and refers serious behavioral problems to the program administrator.
- Assists in the planning, development, and implementation of programs and professional development, including initiating group and individual activities to assist in students' acquisition of academic and social skills and success.
- Assists with the enrollment and orientation of students into Student Services programs, prepares records, and attends meetings regarding re-entry into comprehensive schools and programs.
- Supports students during their transition back to a comprehensive setting by organizing meetings and school visits and coordinating support with site administration for students who have returned.
- 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 programs.
- Provides individual and group counseling to students to assist them with social-emotional development.

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- Recruits, screens, and intakes referrals for counseling.
- Directs and supervises social work interns.
- Develops and implements professional development for parents related to increasing parent capacity and school engagement.
- Collects and analyzes data related to expelled students.
- Completes credit reduction evaluations for the appropriate students.
- Communicates and collaborates with community agencies in order to connect students and families with needed support services.
- Completes referrals to the Family Resource Community Collaborative.
- 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.
- Provides supervision of students.
- Documents services according to Medi-Cal and/or private insurance requirements and standards.

### **Minimum Qualifications:**

#### **Employment**

##### **Eligibility:**

- Successful candidates 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:**

- A Master's degree in Social Work, Counseling, or other related field is required.

##### **Experience:**

- Minimum of one (1) year of 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.

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- Ability to plan, organize, and administer programs.
- Ability to meet schedules and timelines.
- 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.

### **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 of other agencies, and the community.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, and 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 with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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

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**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based on education and experience

Reviewed and Approved:

Supervisor: *Susan Connolly*

Date: 8/5/2024

Human Resources: *Colleen Slattery*

Date: 8/5/2024