

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: Pending Board Approval
Classified Management Salary Schedule: #264; Row:1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: SCHOOL SOCIAL WORKER

JOB PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the school social worker will perform behavioral, social, emotional, and mental health assessments, case management, individual and group therapy, anticipatory guidance, education, preventative health promotion and management of behavioral, social, emotional and mental health concerns. School social workers will consult and collaborate with school personnel to promote a positive school environment that is responsive to the needs of students, parents, and staff members.

JOB FUNCTIONS:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all of the duties, knowledge and abilities associated with this classification, but is intended to accurately reflect the principal job elements. All of the duties listed below are considered to be "essential" with the exception of "Performs other related duties as assigned."

- Perform a variety of social work services including but not limited to conducting and reviewing assessments, developing support and referral plans, counseling students and families, providing intervention and counseling taking into consideration a diverse range of students and families biological, social and economic needs.
- Provide individual and group counseling, provide alcohol and/or other drug counseling, family services and case management to students with behavioral, social or emotional needs; receive and follow up with student referrals and coordinate social services with an array of district and non-district staff members including but not limited to Administrators, School Psychologists, Nurses, Counselors and Teachers; respond to crises and threat assessments.

JOB TITLE: SCHOOL SOCIAL WORKER

Page 2

JOB FUNCTIONS - continued

- Provide mental health crisis intervention and assessments; refer students to school programs and outside agencies as appropriate; promote parent involvement in the educational process and the facilitation of their children's school adjustment; support and facilitate the Districts wellness centers and assist families in accessing and utilizing school and community resources; maintain all necessary and relevant documentation for the provision of services provided and linkage to support services.
- Consult and collaborate with District personnel and social service organizations in providing needed resources to students and families; provide information, training and support to District personnel concerning best practices in supporting students exhibiting psychological or emotional distress; provide case consultation and referral updates.
- Work with students and develop programs to enhance the social, emotional, behavioral and academic well-being of students; provide home visits as necessary; develop service-based plans; monitor student progress in program related activities; follow-up and re-evaluate regularly.
- Communicate with students, families, District personnel, and outside agencies to exchange information, coordinate activities and resolve issues or concerns; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain a variety of records and reports related to student assessments, student and family case notes, family service plans, progress and other assigned activities.
- Attend and/or conduct a variety of meetings and participate as a member of various multi-disciplinary teams including Student Study Team (SST), Individualized Education Plan (IEP) meetings, Positive behavior Intervention and Supports (PBIS) meetings, Multi Tiered System of Supports (MTSS), school re-entry, School Attendance Review Team (SART), and the School Attendance Review Board (SARB).
- Plan, develop, organize, and actively participate in staff development, parent meetings and workshops to provide consultation and information on resources to meet the needs of students, families and staff; develop and maintain current resource information.
- Use best practice crisis management methods and techniques and appropriately make referrals to agencies as needed.
- Establish, develop, maintain and update databases to meet various District data and reporting needs, requests and requirements; verify and assure accuracy and integrity of data and reports.

JOB TITLE: SCHOOL SOCIAL WORKER

Page 3

JOB FUNCTIONS - continued

- Advise and assist various departments with meeting program needs; provide technical information concerning practices, standards, requirements and procedures.
- Ensure compliance with federal and state laws and District policies and procedures.
- Attend and participate in various meetings; present materials, reports and information concerning student assessment tests, demographics and programs.
- Performs other related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Use specialized knowledge of the principles, practices, procedures and evaluation techniques in the mental health field incorporating the Diagnostic and Statistical Manual of Mental Disorders (DSM).
- Understand and implement the various theoretical orientations, micro, mezzo and macro interventions to provide individual and group counseling, family services and case management to students with behavioral, social or emotional needs using a variety of techniques.
- Consult and collaborate with District personnel and social service organizations in providing needed resources to students and families.
- Utilize best practices for conducting assessments including student and family strengths and needs to identify and develop intervention support plans.
- Understand best practices strategies to effectively support students and parents and schedule home visits as necessary to meet the needs of our students and families.
- Work with all stakeholders to establish and develop programs to enhance the social, emotional and academic well-being of students. Understand and relate to issues and concerns of students with special needs.
- Use positive best practice techniques for providing a high level of customer service by effectively supporting parents, students, community members and staff. .
- Observe all District safe work practices and policies; use proper lifting techniques.
- Maintain personal appearance, grooming and language that provide a satisfactory example to pupils using tact, patience and empathy.
- Learn and understand the operation of the District as necessary to assume assigned responsibilities; use tact, initiative, prudence and sound independent judgment within policy and legal guidelines.

JOB TITLE: SCHOOL SOCIAL WORKER

Page 4

SKILLS, KNOWLEDGE AND ABILITIES-continued

- Establish and maintain positive, cooperative and effective working relationships with others.
- Be motivated to produce a high quality work product; meet schedules and timelines.
- Understand and follow oral and written instructions in English, use of English effectively to communicate in person, over the telephone and/or in writing using proper spelling, vocabulary, grammar and punctuation; apply common sense understanding to carry out instructions provided.
- Meet schedules and critical time deadlines; complete work with varying interruptions and be able to reprioritize demands.
- Possess the personal characteristics generally recognized as essential for public employees, including the demonstration of: integrity, initiative, emotional maturity, dependability, good judgment and ability to work cooperatively; be reliable and have the ability to empathize.
- Maintain privacy of student, parent, staff and others' records. Work confidentially with discretion.
- Maintain consistent, punctual and regular attendance.
- Compose correspondence and reports independently or from brief instructions.
- Respond to requests and inquiries from District employees.
- Establish and maintain a variety of filing, record keeping and tracking systems.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB TITLE: SCHOOL SOCIAL WORKER

Page 5

JOB QUALIFICATIONS:

Education:

- Master's Degree from an accredited university and/or college with major coursework in Social Work

Experience:

- Case management experience preferred
- Two (2) years post licensure experience in counseling, marriage and family therapy or social work preferred

Licenses:

*Employees in this classification must possess and maintain **one** of the following:*

- Pupil Personnel Services Credential in School Social Work
- Valid Licensed Clinical Social Worker (LCSW)
- Valid Licensed Marriage and Family Therapist (LMFT)
- Valid Licensed Professional Clinical Counselor (LPCC)

Certifications, Bonding and/or Testing:

- Possess and maintain a valid California Driver's license and evidence of insurability
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position