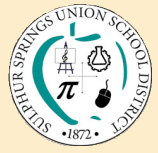


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

School Social Worker

DESCRIPTION

Under the direction of the Director of Special Education, 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.

1. Possess an extensive knowledge of a variety of forms of intervention and prevention models for both individuals and group settings.
2. Maintain ongoing caseload of “at-risk” students from all school sites.
3. Foster healthy families through community and school programming, including, but not limited to: parent education and community service.
4. Create and maintain relationships with outside agencies to help foster better learning and support for the students of Sulphur Springs Union School District (SSUSD) and their families.
5. Perform initial intake screening; assess need and urgency of response; determine services and potential need for referral to other service providers; monitor delivery of treatment and social services.
6. Link students and parents to mental health, medical and social services; including food, clothing, and shoes.
7. Provide crisis counseling and referrals for students as needed.
8. Consistently and routinely update case files for students under their caseload.
9. Support the SARB process, when appropriate, to assist in the prevention and remediation of attendance problems.
10. 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).
11. Review attendance policies annually in collaboration with district administration.
12. Foster positive relationships with students and families.
13. Work with school and district personnel in obtaining needed assistance for pupils and/or families from community agencies.
14. Assist site and district staff in conducting residency checks and home visits.
15. Possess a thorough understanding of the National Association of Social Workers (NASW) Code of Ethics.
16. Create positive and consistent communication with SSUSD staff and administration about social work goals and processes.

17. 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.
18. Perform other duties as assigned.

QUALIFICATIONS

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 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 in social work (MSW) from an accredited college or university accredited by the Council on Social Work Education (CSWE) required. Pupil Personnel Services (PPS) credential with a specialization in School Social Work required. Child Welfare Attendance (CWA) certification preferred. A valid license as a clinical social worker (LCSW) issued by the California Board of Behavioral Sciences (BBS) OR proof of submission of all requirements for registration as an Associate Clinical Social Worker (ACSW) upon date of hire required. Must remain in good standing with the BBS. Word processing, spreadsheet development, and database management skills are required, along with possession of a valid California Driver's License. Bilingual highly preferred.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print

View a computer screen for prolonged periods

Hearing: (which may be corrected)

Understand speech over a telephone

Understand speech

Speech:

Speak with a level of proficiency and volume to be understood over a telephone and face-to-face.

Upper Body Mobility:

Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow

Extend arms to reach outward and upward

Use hands and arms to lift objects

Turn, raise, and lower head

Lower Body Mobility:

Sit for prolonged periods of time

Strength:

To lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements:

Work interruptions

Work independently

Work cooperatively with others

Work inside

To Perform Tasks Such As To:

Maintain records and compose correspondence

Read and prepare correspondence and reports

To Perform Tasks Such As To:

Answer telephone

Hear staff, students, parent community and public

To Perform Tasks Such As To:

Answer telephone and discuss processes and procedures

Communicate with staff, students, parent community, and public.

To Perform Tasks Such As To:

Perform keyboard data entry; record information

Maintain written and computer records

Maintain and operate equipment

Look from computer screen to desktop

Reach for materials

File and retrieve records

To Perform Tasks Such As To:

Perform data entry

Compose correspondence, reports, training materials

To Perform Tasks Such As To:

Lift, carry, push, pull or otherwise move objects like books and reports

To Perform Tasks Such As To:

Respond to telephone calls and answer questions from staff and the public

Plan and schedule work to meet deadlines

Perform all duties with limited supervision

Perform all duties in an office setting

Mental Requirements:

Read, write, understand, interpret,
complex information
Math skills at a high school level
Judgment
Listen
Demonstrate and give verbal/written
instructions
Write/compose at a college graduate
level
Comparing
Compiling
Rank information in order of importance

To Perform Tasks Such As To:

Compile data and prepare and share
reports
Keep records
Work with staff to understand data
Maintain confidentiality of privileged
information
Understand questions from staff and
public
Instruct staff on procedures, software
programs and materials
Compile and complete necessary
reports, training materials
Review reports for accuracy; screen
documents
Gather data and prepare reports
Accomplish duties in a timely and
organized manner

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: May 9, 2018