



REVISED: Submitted:  
07/01/2018 06/12/2018

JOB TITLE:	SOCIAL SERVICES SUPPORT WORKER
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 5
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8039
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Responsible for the coordination of social support services to students and their families; collaborating effectively with school personnel and community agencies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains collaborative relationships with community agencies; sharing information to increase the level of service to students and their families

Researches and keeps up-to-date on program and community resources and identifies gaps in services

Identifies student difficulties which interfere with attendance, adjustment and achievement in school through referral by parents/guardians, local school staff, central office staff, and/or community agencies

Maintains contact and communication with families through a variety of means

Provides intervention supports

Works with parents, custodial guardians, foster care parents and court-appointed designees to help increase their understanding and constructive participation in removing barriers to student achievement

Maintains confidentiality

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Social Work, Counseling or related field

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Working knowledge of community agencies and resources

Master's Degree in Social Work

Teaching experience/certificate

Good oral and written communication skills