



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	WORKER SOCIAL SERVICES SUPPORT
DIVISION	ACADEMIC SCHOOL
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

Assumes responsibility 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; shares 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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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
- Experience in a diverse workplace