



REVISED: 05/26/2021
Submitted: 05/25/2021

JOB TITLE:	SOCIAL WORKER SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	JOB FAMILY II/GRADE 3
WORK YEAR:	215 DAYS
FLSA STATUS:	NON- EXEMPT
JOB CLASS CODE:	8765
BARGAINING UNIT:	CLA5

SCOPE OF RESPONSIBILITIES

Provides individual, group and family counseling and life skills development while providing school-related social services to the students. Works with administration to implement school and District policies and objectives. Provides a communication link with the community, and serves as a liaison between school and community groups. Works irregular hours.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides individual group and family counseling that promotes and supports student academic and social success
- Assesses needs of students and develops intervention strategies utilizing appropriate school and community resources
- Works cooperatively as a team member to facilitate the successful daily operation of the school
- Makes home visits and telephone calls, sends correspondence, and maintains accurate documentation of case folders, maintaining confidentiality
- Assumes responsibility for monitoring and promoting student attendance, including daily phone calls, home visits letters, and conferences as needed
- Assesses needs of student population and develops group counseling sessions
- Participates in planning sessions to discuss implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel
- Provides child care center information and resource referrals as needed
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned 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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in social work, counseling or related field
- Valid driver's license
- Working knowledge of community agencies and resources
- Effective communicate skills

DESIRABLE QUALIFICATIONS

- Master's Degree in social work
- Three (3) years of successful experience in individual counseling with adolescents and in social service delivery

Teaching experience/certificate
Experience in a diverse workplace