



CERTIFICATED JOB DESCRIPTION

## SCHOOL SOCIAL WORKER

### **General Definition:**

Under supervision of Director of Pupil Services, the Emotional Support Counselor will provide mental health services for individuals and families including counseling, consultation, mental health evaluations, case management, and other duties as required. Assist with program planning, assessment, feedback, supervision, mentoring, report writing, and contract administration. Mental health services may be provided at various sites within the district and surrounding community.

### **Employment Term:**

195 annual contract days

### **Salary:**

Appropriate placement on the certificated salary schedule

### **Supervision From:**

Director of Pupil Services/Site Principal/Designee

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform relevant essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

- A master's degree from an accredited university or college in the field of psychology, social work, counseling education, or related field
- A minimum of two (2) years of experience working in a school setting (preferred) or related experience working with individuals aged 3 – 21 or working *with* schools preferred

### **Certificates and Licenses**

Current valid California Pupil Personnel Services Credential (PPS) (School Social Work or School Counselor), possess a valid First Aid Card and CPR certificate. Possess TB, and criminal justice fingerprint clearance.

### **Duties and Responsibilities:**

Essential functions may include, but are not limited to the following:

1. Provide a variety of mental health services such as assessment / screening, counseling, case consultation to students with disabilities and non-disabled students, and staff training
2. Provide, and assist in the provision of individual counseling, small group counseling, and whole class social skills program delivery to support program and school wide mental health goals

3. Work as part of a team to develop appropriate educationally-related mental health goals, monitor progress toward those goals, and report out on progress in regularly-scheduled meetings
4. Facilitate empirically-supported prevention programs within the classroom
5. Collaborate with public and private agencies to coordinate services for students and families
6. Participate in a variety of meetings, including staff training (both as a participant as well as presenter)
7. Assist in transitioning students from alternative programs to comprehensive school programs within district
8. Provide measurable mental health goals, collection methods, interpretation and reporting on data related to individual, small or large group progress toward educationally related mental health development
9. Document and report student progress following district guidelines and directives
10. Attend IEP and other meetings and present information regarding present levels, progress toward goals, recommended services, in accordance with the collective bargaining agreement
11. Create and adjust student schedules, as necessary
12. Monitor student schedules and progress toward graduation requirements
13. Provide supervision, as assigned
14. Perform related duties as reasonably assigned

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 40 lb. such as boxes of books. The employee is directly responsible for safety, well-being of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.