

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: School Social Worker

DEFINITION

Under administrative supervision, provides social work services to county operated programs serving students in Licensed Children's Institutions. Performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Principal, Education Programs, Licensed Residential Programs

SUPERVISION OVER

Supervises the work of student social work interns as applicable.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides social work counseling to students and parents; provides psycho-social assessment and diagnosis of behavioral disabilities with recommendations and/or environmental manipulations at the school, home and/or in the community with periodic re-evaluations; participates in case conferences involving cooperation with other pupil personnel workers, school personnel and community agencies; makes referral to public or private agencies with appropriate follow-up; serves as a liaison between school, family and community resources; serves as a source of information regarding community resources; maintains appropriate school records and provides written reports and communications; participation as a resource person in in-service training and planning; acts as a consultant to resolve problems concerning issuance of credits; evaluates transcripts; participates, as requested, in planning, implementation and follow-up phases of proficiency testing; participates in the Individual Education Plan (IEP) process as required; supervises student social work interns; performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Possession of a valid California credential authorizing pupil personnel services as a school social worker (K-12). Possession of a Masters degree in counseling or social work or related field such as Psychology. Evidence in-depth knowledge of special education programs, with in-depth experience working with individuals with exceptional needs.

Knowledge, Skills, and Abilities

An understanding of the IEP process, California Master Plan for Special Education, and PL 94-142; knowledge of current state law/regulations regarding high school proficiency standards; leadership skills in working with individuals and groups (i.e. initiating individual or group discussion, listening, clarifying and facilitating interactions and sharing of ideas); ability to prepare social and family histories and cooperate on the formulation of committee reports; social work case reporting and writing skills; ability to counsel students, parents, staff and lay persons individually and in groups; skills in conducting effective meetings and conferences (including the resolution of disagreements); skill in socio-environmental analysis and diagnosis on problem students; a knowledge of community resources; skill in communicating concepts and information accurately orally or in writing, including formal statistical reports; ability to demonstrate effective liaison relationships with parents, schools, and agencies; ability to coordinate activities from many sources for the benefit of an individual student, and to make arrangements for groups of students; ability to aid in program development; skills in supervising and motivating school social work interns.

Other Characteristics

Possession of a valid California driver's license; willing to travel locally using own transportation (mileage reimbursed), and willing to travel within the state as required; willing to work additional hours and/or evenings on occasion.

Department approval: 5-27-81

Personnel approval: 5-27-81

Board adopted: 7-27-81