

# SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

## Position Description

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<b>Title:</b> Pupil Personnel Services, Social Worker	<b>Reports to:</b> Assigned Supervisor
<b>Dept:</b> Special Programs	<b>Classification:</b> Certificated Bargaining Unit
<b>SLA:</b> Exempt	<b>Work Year:</b> Pupil Personnel Services, 198 work days
<b>Board Approval:</b> September 18, 2012	<b>Salary:</b> Certificated Bargaining Unit Schedule

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### SUMMARY DEFINITION:

Under the direct supervision of the assigned supervisor, the Social Worker provides district-wide support for family support services, assistance to schools for students who are identified to be "at-risk" for school failure without additional intervention, determines eligibility of clients for services, assesses needs and provides case management services to students with mental health problems; and provides services including home visits, conferencing, classroom demonstrations, referral to outside agencies, individual and group counseling, parent education and staff in-service training. The Social Worker shall be evaluated by the assigned supervisor.

**REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this position, but is intended to accurately reflect the essential job elements.)**

### **E= Essential Functions**

- Performs case assessments to determine needs of students. E
- Prepares case history information and develops service plans. E
- Provides crisis intervention and treatment intervention for students and their families. E
- Provides counseling and education services to individual and groups of students. E
- Provides support activities to students and families to ensure successful participation in the academic program. E
- Monitors "at-risk" students to enhance student success in school. E
- Assists families to understand their child's needs through individual counseling and parent education programs. E
- Provides support to students and families by identifying resources in the community and makes appropriate referrals. E
- Assists school sites in developing a safe and positive learning environment that enhances students success. E
- Collaborates with teachers and administrators in communicating with parents and students who demonstrate early warning signs of becoming "at-risk" for school failure. E
- Develops behavior support plans to address behaviors interfering with school success. E
- Provides input to disciplinary proceedings as needed. E
- Provides crisis intervention and treatment interventions for students and their families. E
- Serves as part of a team to ensure that mental health services successfully assist students at alternative school sites in returning to a regular school program. E
- Identifies resources in the community and makes appropriate referrals to provide support to students and parents. E
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university. Progressive postgraduate training and experience in the areas of social work, counseling, psychology and mental health

- Keeps informed of local, state and federal legislation, relating to the welfare of school age children
- Experience and expertise in facilitating and providing professional development workshops
- Ability to work well with students, parents, teachers and administrators in a variety of settings
- Knowledge and experience using a variety of strategies to support students' mental health
- Ensures that program reflects the philosophy of the District
- Follows up on suspected neglect and/or child abuse cases
- Adheres to professional code of ethics

**LICENSES AND OTHER REQUIREMENTS:**

- Holds a Clinical Social Worker License (LCSW).
- Hold a Pupil Personnel Services Credential: Social Work
- California Driver's License

**KNOWLEDGE OF:**

- Knowledge and experience using a variety of K-12 instructional strategies
- Knowledge and understanding of working with current state standards and the new common core standards
- Expertise using a variety of technology media

**ABILITY TO:**

- Facilitate district and site meetings
- Work collaboratively with diverse groups of staff, students and parents
- Provide services to students for the purposes of provided a safe learning environment and high academic achievement
- Analyze situations accurately and adopt an effective course of action
- Establish workload priorities and meet deadlines
- Communicate effectively orally and in writing

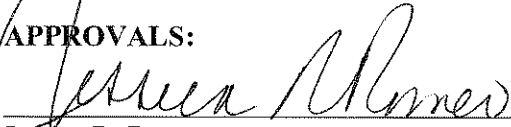
**WORKING CONDITIONS:**

- Classrooms and general school campus environment; driving for consultation and meetings.

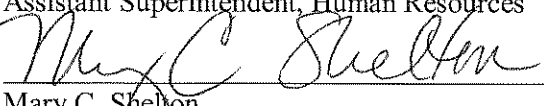
**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files and supplies; lifting light to medium weight objects.

**APPROVALS:**

  
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Jessica R. Romeo  
Assistant Superintendent, Human Resources

9-25-12  
\_\_\_\_\_  
Date

  
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Mary C. Shelton  
Superintendent

9-28-12  
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Date