

MONTEREY COUNTY OFFICE OF EDUCATION

SCHOOL SOCIAL WORKER SPECIAL EDUCATION

CLASSIFICATION: Certificated/Classified Professional
SALARY LEVEL: P-2
WORK YEAR: 227

DEFINITION:

Under the direction of the Director of Special Education, the School Social Worker is responsible for assessing home, school, personnel and community factors that affect a student's learning, school adjustment and general well-being; consulting with teachers, administrators, staff, other district personnel and parents regarding effective strategies for handling issues related to social, emotional and academic needs; identifying and providing interventions for students and families that assist in creating positive learning environments for students; developing resiliency strategies, programs and services that build self-esteem, nurture positive development and help to bond students to the school community; collaborating with social service organizations to provide needed resources to students and families.

SUPERVISOR:

Director of Special Education

POSITION(S) SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assess home, school, personnel and community factors that affect a student's learning, school adjustment and general well-being
- Consult with teachers, administrators, staff, other District personnel and parents regarding effective strategies for handling issues related to social, emotional and academic needs
- Identify and provide interventions for students in need of support services aimed at correcting problems that be adversely affecting attendance, enrollment, achievement and behavior; assist in creating positive learning environments for students
- Develop resiliency strategies, programs and services that build self-esteem, nurture positive development and enhance the social, emotional and academic well-being of students bonding students to the school community
- Coordinate social service resources within and outside the school system for use by students, families and school staff through research, consultation and recommendations

- Participate in the in Individualized Education Program (IEP), Management Team, Student Study Team and other assigned meetings and conferences concerning students with special needs to solve and collaboratively develop action plans that provide support in the school, home and community
- Provide individual and group treatment, family services and case management to students with behavioral, social or emotional problems; receive student referrals from and coordinate social services with counselors, psychologists, staff and outside organizations; respond to crises
- Provide mental health crisis intervention and assessments; refer students to school programs and outside agencies as appropriate; refer child abuse cases to appropriate agency
- Consult and communicate with students, families, District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; maintain confidentiality of sensitive and privileged information
- Maintain confidentiality of sensitive and privileged information as required by the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA)
- Educate parents, students and staff regarding stages of growth and development, youth development, human behavior, mental health needs of students; facilitate trainings for staff and support groups for parents; promote parent involvement in the educational process
- Attend and participate in various in-services, professional development, committees and workshops as directed
- Prepare and maintain a variety of logs, records, reports and files related to student assessments, progress, transition, behavior plans and assigned activities
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRE QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university in social work
- Two (2) years of counseling experience performing professional social service duties in a school or

clinical environment including work with children, adolescents and special education-related functions

Knowledge of:

- Practices, procedures and techniques involved in the development and implementation of IEP and plans and techniques
- Applicable federal, State and local laws, codes and regulations related to special education programs and provision of social work services
- Laws regarding minors and child abuse reporting
- Research-based treatment and intervention programs
- Principles, practices, methods and procedures involved in the observation, assessment and treatment of social welfare issues and problems among students with special needs
- Appropriate referral agencies and community resources
- Behavior modification techniques and strategies
- Conflict resolution techniques
- Crisis response management
- Social work case reporting
- Basic First Aid and CPR training
- Individual and group counseling techniques
- Record-keeping and report writing techniques
- Interpersonal skills including tact, patience and courtesy
- Oral and written communication skills
- Operation of a computer and assigned software

Skills and Abilities:

- Provide individual and group treatment, family services and case management to students with behavioral, social or emotional problems
- Consult and collaborate with District personnel and social service organizations in providing needed resources to students and families
- Work with students and develop programs to enhance the social, emotional and academic well-being of students
- Make referrals to other community resources, support groups and social service agencies as appropriate
- Develop and implement individual treatment plans
- Maintain records and prepare various reports, including confidential materials
- Understand and relate to students with special needs
- Counsel effectively with students and parents
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Plan and organize work
- Administer first aid or CPR
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others
- Manage multiple unrelated tasks and meet schedules and time lines
- Work independently with little direction
- Effectively and actively listen

- Operate a variety of office equipment including a computer and assigned software

Desirable Qualifications:

- Bilingual/Biliterate in Spanish
- Bicultural

Licenses and Certifications:

- California Pupil Personnel Services Credential authoring School Social Work or Licensed Clinical Social Worker
- California Driver's License with evidence of insurability
- First Aid and CPR certification within six months of employment