

# Ravenswood City School District

## Position Description

### **TITLE: School Social Worker (Middle School)**

#### **Job Purpose Statement:**

Under the general supervision of the Site Administrator, the School Social Worker performs a variety of social services functions involved in identifying, assessing, and counseling students and families with social and educational problems; develops referral plans, organizes and oversees the work of assigned staff engaged in counseling and social work activities; participates in the development of counseling related social services programs.

#### **Essential Job Functions**

- Perform a variety of social services functions involved in identifying, assessing, and counseling students and families with social and educational problems.
- Attend IEP and 504 Plan meetings as needed.
- Provide guidance and outreach services to families involved in the intake and evaluation process.
- Serve as an assessment team leader by screening assessment referrals and managing the intake case review process.
- Perform case management functions.
- Assess child and family needs in relation to a broad range of learning issues, medical conditions, and emotional conditions
- Utilize active listening strategies and a variety of therapies appropriate to case needs.
- Develop, review, and implement program policies and procedures.
- Interpret, apply and explain laws, rules, regulations and policies to staff, the public and outside agencies.
- Provide consultation to teachers, District staff, parents and administration to improve student school adjustment and success at school
- Support the process of case study evaluations.
- Conduct weekly meetings with assigned staff.
- Serve as a liaison between schools and outside community organizations and agencies.
- Make referrals to social service and governmental agencies, individual therapists, and other community resources as appropriate.
- Communicate with District personnel, school staff, parents, students, and public agencies regarding student assessment, placement, referrals, services and related issues and to coordinate activities.
- Prepare and maintain a variety of records and files related to assigned activities,
- Compile data and prepare a variety of complex correspondence and required reports related to assigned activities.
- Maintain confidentiality of sensitive information.
- Participate in multi-disciplinary team meetings including assessment and evaluations, service plans and/or treatment plans.

- Attend and participate in various meetings, conferences and seminars to maintain current knowledge of community resources and recent trends in counseling techniques.
- Provide in-service workshops for District staff regarding a variety of topics related to counseling activities.
- Provide crisis intervention counseling for students, parents and staff as needed.
- Perform other appropriate duties as assigned.

**Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:**
  - Effective personal and academic counseling therapies, techniques and procedures.
  - Counseling theory, ethics and related legal confidentiality requirements.
  - Principles of training and providing work direction.
  - Principles of mental health education.
  - Applicable laws, codes, rules and regulations related to assigned activities.
  - Principles of child growth and development and developmental behavior characteristics.
  - Behavior modification techniques and strategies.
  - Crisis management techniques.
  - Instruction and assessment, including the ability to analyze data from multiple sources.
  - Common Core State Standards.
  - Positive Behavioral Intervention and Supports (PBIS) and Response to Intervention/Multi-Tiered Systems of Support. SST and IEP processes.
  - Principles and practices of organization and leadership.
  - Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.
- **ABILITY TO:**
  - Relate to the needs of students and families of varying ethnic, cultural, educational, and socio-economic backgrounds.
  - Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
  - Prepare and deliver clear and concise presentations (oral and written) to a variety of audiences (colleagues, cross-department personnel, teachers, administrators, etc.), particularly around instructional materials, guidance, and strategies.
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.

- **EDUCATION AND/OR EXPERIENCE:**
  - Three years of experience implementing services to secondary students and families.
  - Bachelor's degree from an accredited college or university; Master's degree preferred.
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Valid California Pupil Personnel Service in School Social Work; Valid California Administrative Services Credential preferred.
- Valid California Driver's License.

**Working Conditions:**

- **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Site Administrator

**Work Year:**

- 10 months

**Salary Placement:**

- RTA Certificated Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Certificated Personnel and the RTA Contract.