



## **SAN MATEO UNION HIGH SCHOOL DISTRICT**

### **CLASSIFIED JOB DESCRIPTION**

**JOB TITLE: DISTRICT SOCIAL WORKER**

**REPORTS TO:** Manager of English Learner and Academic Support Programs

**CLASSIFICATION:** AFSCME Bargaining Unit

**SITE:** District

**SALARY:** Range VIII

**WORK YEAR:** 202 Days

**APPROVED BY THE BOARD OF TRUSTEES**

#### **JOB SUMMARY:**

Under the general supervision of the Manager of EL (English Learner) and Academic Support Programs, the District Social Worker provides a wide range of support services to students, families, and schools to promote student engagement, including counseling, crisis support, consultation, case management, and related duties as assigned. The District Social Worker assures compliance with laws, codes, Board policies and regulations related to student support services; promotes alignment of crisis response and postvention procedures and protocols within the District; and performs related work as required to ensure that all programs are in alignment with the outcomes for student success as identified in the District's LCAP (Local Control and Accountability Plan). This position will model the values of the District's Mental Health & English Learner programs with integrity and high ethical standards. Perform other related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Coordinate and assist with wrap around case management and mental health supports for identified EL students; and communicate to District and site department members' appropriate information.
2. Work collaboratively with schools, agencies and community groups (e.g., probation, law enforcement, other mental health providers, etc.) to effectively implement programs and services to support schools in creating safe, inclusive, and positive learning environments.
3. Link EL students and families to services, inside and outside of the school including student leadership, extracurricular activities, after school programming, and summer opportunities, as appropriate.
4. Establish, provide and monitor systems of support for identified Tier 3 EL students; and develop, implement, and coordinate an MTSS referral process from school sites.
5. Serve as an MTSS social worker for EL students by participating in a Tier 2 Student Intervention Team.
6. Consult and participate in Level 1 Threat Assessments for EL students on their caseload.
7. Collaborate and support site mental health lead for crisis response and triage support as needed for EL students when appropriate.
8. Recruit, supervise, and evaluate social work interns for EL students.
9. Develop and utilize strategies for ongoing monitoring, data collection, and data analysis to inform work; and prepare written reports as needed.
10. Attend regularly monthly scheduled Mental Health & Family Engagement Coordinator meetings to maximize alignment of goals, infrastructure,

- processes/procedures, and programming across high school sites.
11. Collaborate with other staff members to prepare and maintain clinical assessments and develop and implement treatment plans for EL students on their caseload.
  12. Maintain confidentiality of records related to students' treatment; and prepare and maintain all required clinical assessments and treatment records and reports.
  13. Attend IEP and 504 meetings and contribute to the goals and planning for EL students on their caseload.
  14. Participate and support District activities related to student engagement (e.g., alternatives to suspension, student attendance review board (SARB), re-entry hearings, etc.) for EL students on their caseload.
  15. Establish annual goals, in consultation with the Manager and Associate Manager of Mental Health Programs, and the Manager of English Learner and Academic Support Programs.
  16. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience:**

- Must possess a Master's Degree in the field of social work, or doctoral degree plus a valid registration with the CA BBS, LCSW (licensed minimum of 2 years).
- Minimum 2 years of experience as school-based social worker preferred and newcomer/EL students.
- Experience working with individuals from a variety of socio-economic, ethnic and cultural backgrounds.
- Must have and maintain a valid California driver's license.
- Bilingual and literate in Spanish.
- Experience with and a commitment to equity, diversity and inclusion.
- PPSC/Pupil Personnel Services Credential in School Social Work is preferred.

**KNOWLEDGE OF/ABILITY TO:**

- Organize, plan, coordinate and direct a variety of complex programs and services.
- Establish and maintain effective working relationships with others.
- Demonstrate excellent communication and interpersonal skills, both orally and in writing, for a variety of audiences (e.g. parents, students, staff, other agency personnel, and public presentations).
- Demonstrate effective listening skills.
- Demonstrate effective conflict resolution skills and the ability to deal with confrontational situations in a positive manner.
- Demonstrate effective collaboration and problem solving skills when working with other district and outside agency personnel.
- Demonstrate ability to take initiative and provide self-directed leadership at the school

site level.

- Establish and maintain records.
- Knowledge with computers, including Word processing, Google docs, databases and internet access,
- Meet schedules and timelines.
- Observe health *and safety regulations*
- Meet District standards of professional attitude as outlined in Board Policies 4119.21, 4219.21, and 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Ability to sit for long periods of time.
- Eyesight sufficient to read fine print.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Physical stamina to stand, reach, bend, lift, kneel and squat.
- The ability to lift up to 25 pounds.
- Ability to tolerate moderate noise level in a working environment.

**OTHER REQUIREMENTS:**

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

[SMUHSD Diverse Workplace Profile](#)

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect.

Employees are required to complete all Disaster Service Worker-related training as

San Mateo Union High School District  
District Social Worker – AFSCME Job Description (continued)

assigned, and to return to work as ordered in the event of an emergency.