



## SAN MATEO UNION HIGH SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** SCHOOL SOCIAL WORKER – Peninsula High School  
**REPORTS TO:** Principal  
**CLASSIFICATION:** Certificated **SITE:** Peninsula High School  
**SALARY:** 1.0 FTE **WORK YEAR:** 187 Days  
**APPROVED BY THE BOARD OF TRUSTEES:** \_\_\_\_\_

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### **JOB SUMMARY:**

Under the general supervision of the site principal, the School Social Worker – Peninsula High School 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 School Social Worker – Peninsula High School 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. This position will support families with students who are not attending school with outside resources and help create a transition plan to return to school with appropriate interventions.

### **ESSENTIAL FUNCTIONS:**

Assist administration with non-attende student with case management supports for identified students at school site.

- Assist administration with non-attende student with case management supports for identified students at Peninsula High School
- Communicate to District and site department members, appropriate information
- 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 create safe, inclusive, and positive learning environments
- Attend home visits to support student and engagement
- Attend District SARB meetings for Peninsula High School students and provide transition support/contract to relevant
- Link students and families to services, inside and outside of the school including student opportunities, as appropriate
- Serve on the MTSS team for TIER II intervention supports
- Support the referral development and implementation for school social worker services within the MTSS TIERed process
- Participate in Level 1 Threat Assessments for students on their caseload
- Collaborate with and support site mental health staff for crisis response and triage support as needed for students when appropriate
- Develop and utilize strategies for ongoing monitoring, data collection, and data analysis to inform work; prepare written reports as needed
- Collaborate and support the implementation of treatment plans for students on their caseload

- Maintain confidentiality of records related to students' treatment
- Attend IEP and 504 meetings and contribute to the goals and planning for students on their caseload
- Participate and support District activities related to student engagement (e.g., alternatives to suspension, Student Attendance Review Board (SARB), re-entry hearings, etc.) for students on their caseload
- Provide services to families/caregivers:
  - Collaborate with other staff members to support treatment plans for students on their caseloads
  - Work with parents to facilitate their support in their student's school adjustment
  - Broker community programs/services for families related to mental/social health, nutrition, and physical health
  - Assist families/caregivers with access to programs available to students with special needs.

**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 PPSC/Pupil Personnel Services Credential.
- Must possess a Master's Degree or doctoral degree in the field of social work.
- Minimum 2 years of experience as school-based social worker, with newcomer/EL students preferred.
- 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.

**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:**

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

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