

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Social Worker, School	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Varies	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-21/Management Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, effectively perform a variety of social services case management functions involved in identifying, assessing, and counseling a diverse range of students and families; accountable for improving student achievement through the effective operation of an assigned area; develop referral plans; provide intervention as needed; participate in the development of programs aimed at improving attendance and academic achievement to assist students to achieve their personal best and to stay in school on target to graduate.

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

Perform a variety of social work, services including assessment, developing referral plans, counseling students and families, providing intervention and counseling a diverse range of students and families. *E*

Prepare and maintain a variety of accurate narrative and statistical reports; submit to the district personnel as required. *E*

Identify problems, develop interventions, organize and implement programs in order to address truancy, poor school performance, suspension/expulsion, transiency and retention; assist students to demonstrate the character and competencies for workplace success and to stay in school on target to graduate. *E*

Counsel a diverse range of individual students, parents, and families to assist students to achieve their personal best; provide follow up case management services to students and families by maintaining regular telephone or personal contact with families concerning identified problems; strongly encourage and welcome valuable contributions of our families. *E*

Effectively provide crisis intervention to families and students in regards to suicide and homicide threats, drug abuse, pregnancy, truancy, medical issues, community violence, child abuse, bullying and other issues and provide follow up case management services attendance to assist students to achieve their personal best and to stay in school on target to graduate. *E*

Prepare accurate and timely case studies for referrals to psychologists, school nurses, law enforcement, and other agencies; make referral to outside agencies to provide students access to high quality options and a variety of activities. *E*

Assist students in the transition process between elementary, middle and high school and those returning from alternative placements. *E*

Coordinate, establish collaborative relationships and enhance communication between school, families, community agencies and students; participate in identifying and resolving school issues involving attendance; consult with teachers to encourage open communication with students; actively participate in identifying community problems and developing needed community services. *E*

Plan, develop, organize, and actively participate in staff development, parent meetings and workshops to provide consultation and information on resources to meet the needs of students, families and staff; develop and maintain current resource information. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited college with a Master's degree in Social Work, Counseling or related field. Case management experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Pupil Personnel Credential under social work program; valid California driver license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of social work and case management.
Individual and group behavior and effect of social and economical forces on individuals.
Current social and economic issues
Physical, intellectual, social and emotional growth patterns of students.
Principles and techniques of interviewing and recording social case work.
Community resources.
Research methods and report writing techniques.
Oral and written communication skills.
Interviewing methods and techniques.
Education code as related to attendance.
Principles of individual and group counseling.
Principles and practices of supervising, training and providing work direction.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
District organization, operation, policies, objectives and goals.

ABILITY TO:

Research pupils' educational and social background and identify current behaviors.
Interview pupils, parents, school staff and community members and interpret data received.
Make referrals to appropriate persons and agencies as indicated by the case plan.
Work confidentially with discretion and many interruptions.
Drive personal vehicle to perform duties as specified under establish guidelines.
Learn new or updated computer systems/programs to apply to current work.
Plan, prioritize and organize work to meet schedules and time lines.
Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures
Supervise and evaluate the performance of assigned staff.
Communicate, understand, and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Analyze situations accurately and adopt an effective course of action.
Demonstrate loyalty and high ethical standards.
Design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Prepare comprehensive narrative reports.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and field environment; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to read a variety of materials and observe students; sitting or standing for extended periods of time; lifting and carrying test materials; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions