

Human Resources and Development

**Social Worker  
Job Description**

**Mission Statement**

The San Marcos Unified School District is an innovative and collaborative community providing an unparalleled educational experience. Through an engaging and supportive environment, all of our students are challenged, inspired, and poised to excel.

**Position Goal**

The goal of this position is to establish and maintain effective communication between staff, students, and parents for the purpose of improving student success in the school setting; support at-risk students and their families with an emphasis on behavior, attendance, mentoring, and personalized intervention; and strengthen parent involvement in the educational process through purposeful communication.

**Performance Responsibilities**

*This job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this position, but it is intended to accurately reflect the primary elements. Duties may vary amongst various job locations. Incumbents may perform any combination of the essential job functions listed below. \*Denotes an essential job function.*

- Collaborate with school programs and outside agencies for the purpose of achieving program objectives for staff, parents, and/or students.\*
- Assess, diagnose, and apply intervention techniques to child, family, and adult related problems.\*
- Conduct home visits for the purpose of gaining or sharing information.\*
- Develop and provide teacher in-service on at-risk student issues.
- Act as community liaison with social service agencies and community networks.\*
- Assist in the development of policies and improved practices in services to at-risk youth.
- Provide services to at-risk students in keeping with the steps delineated in the Other Means of Correction Plan.\*
- Serve on the Student Services Management Team Advisory Committee.
- Participate in Student Study Team meetings as needed.

- Develop intervention plans for K-12 at-risk youth and/or the family and monitor/follow-up during implementation.\*
- Provide individual counseling for at-risk youth referred by the Student Study Team.\*
- Coordinate group counseling sessions at any K-12 school as needed.\*
- Prepare quarterly reports of services for at-risk youth.
- Develop and maintain case studies for all family intervention activities.
- Prepare reports, documents, and other written materials (e.g., newsletters, information packets, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Serve as the Foster Youth Liaison; make contact with foster youth; monitor progress; prepare reports.
- Coordinate meetings, including mailings, phone contacts, and sign-in sheets, for the purpose of increasing parent knowledge and skills regarding students' education.\*
- Maintain confidentiality of information for the purpose of meeting privacy requirements.\*
- Perform all other duties as assigned.

## Knowledge and Abilities

### *Knowledge of:*

- relevant special program rules and regulations
- District policies
- community resource organizations including various Federal, State, and County agencies

### *Ability to:*

- operate standard office equipment including the use of basic computer applications
- use effective English in both the written and verbal form
- use correct spelling, grammar, and punctuation
- proofread and edit documents
- communicate effectively
- establish and maintain effective working relationships with employees, students, parents, and school administrators
- address problems in a collaborative manner
- demonstrate effective customer service skills
- communicate effectively with persons of varied cultural and educational backgrounds
- maintain accurate records and reports
- meet schedules
- work independently
- understand and carry out written and verbal instructions

## **Education and Experience**

- Masters in Social Work or Licensed Clinical Social Worker required

## **License(s), Certification(s), and other Requirements**

- Pupil Personnel Credential
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License

## **Physical Requirements**

*This job description is not intended to be an exhaustive list of all the physical requirements associated with this position, but it is intended to accurately reflect the primary elements. The physical requirements may vary amongst various job locations and are representative of the common means of performing the essential functions of this position. The District will consider accommodations to allow employees and applicants with disabilities to perform the essential functions through alternate means.*

- Physical Examination Clearance
- Tuberculosis Examination Clearance
- Hearing and speaking to exchange information
- Seeing to read, prepare, and proofread documents
- Sitting for extending periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- Lifting light objects up to 25 lbs.

## **Board Approval**

August 19, 2014