SCHOOL SOCIAL WORK ASSISTANT

JOB SUMMARY

The School Social Work Assistant will be under direct supervision of a credentialed district social worker. Incumbents will work on fulfilling the requirements of the Pupil Personnel Services Credential (PPSC) as they gain hours towards a Master's of Social Work degree.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide school social work services, which address the psychosocial needs of school age children, inclusive of Special Education (0-21yrs), and their families so as to directly address academic performance and achievement.
- Participate in systems-based social work involving the student, the family and the school personnel in identifying needs, establishing an intervention plan, and collaborating with community agencies to provide additional support.
- Perform the duties described below while also addressing the requirements set forth by the California Commission on Teacher Credentialing towards attaining the PPSC with a specialization in School Social Work and Child Welfare and Attendance.

1. Complete a psychosocial assessment (intake) on the referred student that acknowledges strengths while addressing identified needs. During the intake, Interns will examine the role of the student within his/her family, school, and community.
2. Serve as a liaison between LBUSD schools and community agencies to provide appropriate referrals for students and families in need.
3. Provide school based interventions, including but not limited to:
   a) individual and group counseling
   b) crisis intervention
   c) home visits
   d) Case management for “at risk” student’s.
   e) Collaborate with school-based staff and administrators.
   f) Participation in Student Success Team and Individual Education Plan meeting as needed and assist in the development of intervention plans in which school social work services are appropriate.
   g) Serve as a liaison and advocate for student and parents.
   h) Provide and/or facilitate classroom presentations.
i) Provide and/or coordinate In-services and staff development in areas of expertise.

4. Perform additional duties and responsibilities as assigned by supervisor, including but not limited to:
   a) Participation in regularly scheduled school social work intern training, case conferences and supervision meetings.
   b) Attend related conferences and seminars.
   c) Involvement in grant writing.
   d) Involvement in community collaborative and/or meetings.
   e) Perform additional duties and responsibilities as assigned by supervisor.

DISTINGUISHING CHARACTERISTICS

A School Social Work Assistant must be currently enrolled and in good standing in a University Master’s of Social Work Program. Because School Social Work Assistants provide a variety of services to students and families in need, weekly individual supervision is a critical aspect of their assignment and is required by both the school district and the participating university. In addition, Incumbents may participate in group supervision. They are required to attend and participate in the district’s School Social Work Assistant training. These collaborative trainings will address specific issues such as assessment, suicide prevention, child abuse, attendance responsibilities and laws, home visits, parent involvement, grant writing, multicultural diversity, special education, domestic violence, and substance abuse.

Incumbents in this class may be employed part time on an at-will basis until they receive their Pupil Personnel Services Credential (PPSC), or up to a maximum of one year and are therefore exempt from the Merit system in accordance with Education Code Section 45256(b)(3). In this status they cannot obtain regular or permanent employment.

EMPLOYMENT STANDARDS

Knowledge of:

School Systems and Academic Standards.
Systems and Ecological Perspective as related to school social work.
Family Systems and Mental Health Issues.
Computer operations, including the use of word processing programs.

Ability to:

Identify expected stages of human development so as to understand and identify issues that need to be addressed.
Explore alternative educational opportunities.
Identify Crisis situations and provide intervention as needed.
Consult with school personnel and support service staff. Collaborate with community agencies so as to access resources and when appropriate, develop additional programs. Work with the community in promoting school attendance and educational standards for behavior and achievement. Set objectives, monitor progress, and measure outcomes of service.

**ELIGIBILITY**

A Graduate-level student enrolled in an accredited University Master's of Social Work Program interested in pursuing the Pupil Personnel Services Credential and in providing the services as described above.

**WORKING ENVIRONMENT**

The California Commission on Teacher Credentialing requires prospective PPSC recipients to work with children from at least two different age groupings (elementary, middle, and high schools). Therefore, School Social Work Assistant will be assigned multiple schools in order to meet that requirement.

**PHYSICAL DEMANDS**

Ability to participate in required activities of School Social Work Assistant placement, including home visits and other community involvement functions.

Ability to work with students and families in a variety of locations, including schools, homes and community agencies.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver’s License.

Some positions may require the ability to communicate effectively, both orally and in writing, in a language other than English. Selective certification in accordance with the Education Code may be effected to meet this requirement.

Position requires that you complete all district processing which includes, finger printing.

**AMERICANS WITH DISABILITIES ACT**

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

1/3/2002