

LA MESA-SPRING VALLEY SCHOOL DISTRICT
CERTIFICATED – SUPPORT SERVICES

SCHOOL SOCIAL WORKER/SCHOOL COUNSELOR

PRIMARY FUNCTION:

Under the supervision of the Director of Student Supports or designee and under the direction of the site administrator, this position will be responsible for providing direct student support services to students, families, and staff, as well as identifying resources within the community and making appropriate referrals for support services to students and families.

Professional Responsibilities

- Comply with state and federal regulations regarding Child Protective Services, 504 Plans, and IDEA.
- Maintain accurate records for students assigned to caseload; collect and analyze data as required.
- Maintain awareness and understanding of current educational and school-based mental health trends and developments through professional literature, site, District, and SDCOE meetings, and school social worker conferences.
- Maintain personal standards of grooming compatible with the contract.
- Meet obligations as specified by Education Code and Board Policy.
- Meet professional standards required of all school social workers and/or school counselors.
- Participate in Professional Learning Community work, as appropriate.
- Participate in school and community-related activities.
- Perform basic accounting and business services as required.
- Share responsibility for the effective operation of the school program.

ESSENTIAL FUNCTIONS:

Student Support Services

- Assess home, school, personal and community factors that affect a student's learning.
- Work directly with families, school staff members and representatives of community agencies
- Coordinate family, school and community resources on behalf of students and families.
- Identify and provide intervention strategies for children and their families, including counseling, case management, and crisis intervention.
- Consult with teachers, administrators and other school staff regarding social-emotional and mental health needs of students.
- Assist school sites in developing a safe predictable learning environment and a positive school culture and climate.
- Attend and support in the facilitation of Student Study Team meetings, when appropriate.

- Develop, maintain, and review 504 Accommodation Plans per legal requirements.
- Participate, as appropriate, in the development of training programs for staff and families related to the social-emotional and mental health needs of students.
- Serve as a member of the site and district crisis response team.
- Participate with school staff in altering situations adversely affecting the personal, social-emotional and academic development of students.
- Maintain effective records of student behavior, counseling services, and other interventions provided to students.
- Participate in program planning, including needs assessments and evaluations.
- Attend meetings and conferences to stay current on the biological, psychological, sociological, and environmental factors which affect student learning.
- Share professional knowledge and skills with parents, students, and staff in the areas of mental health, human behavior and child development.
- Identify and develop social services resources within and outside the District.

Other Duties and Responsibilities

Under the supervision of the Director of Student Supports or designee and under the direction of the site administrator, the school social worker/school counselor may be assigned to:

- Supervise students in classroom and out-of-classroom activities.
- Cooperate with District offices in distributing and collecting paperwork, e.g., notices, forms, surveys, to facilitate communication and adhere to laws and policies.

EXPERIENCE/CREDENTIALS:

- Pupil Personnel Services (PPS) Credential with specialization in School Counseling or School Social Work.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving between sites.

Physical Abilities:

- Bending at the waist, kneeling, or crouching to assist students.
- Hearing and speaking to exchange information and facilitate presentations.
- Lifting books, materials, and equipment to execute lessons and presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read, prepare, review a variety of activities and monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other bodily fluids.
- Potential exposure to physical injury from aggressive behavior.