



Job Description

POSITION CODE: 890
Classified Group: CSEA
Salary Range: 39
Work Days: 261
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POSITION TITLE: School Community Worker

DEFINITION: Under general ~~direction~~ **supervision**, implements, coordinates and assists in planning and developing programs which deal with student motivation and achievement, high school completion, and independent living skills; **assists in building family capacity by providing families with resources in order to meet family goals**; acts as liaison between community agencies and the Department of Social Services, county probation departments and the San Juan Unified School District; and performs related duties as required.

DIRECTLY RESPONSIBLE TO: Early Childhood Education, Administrator

DUTIES AND RESPONSIBILTIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. **Communicate with families in progress with family services received.**
2. Completes and submits a variety of forms, evaluations, and program reports.
3. Develops and maintains a variety of specialized files and record keeping systems.
4. Collaborates with other school ~~staff personnel~~ in evaluating the student's total situation and in developing appropriate plans.
5. Consults with school staff concerning problems experienced by individual students and ~~makes recommendations as to an~~ appropriate **action** plans for the students.
6. Provides outreach casework and support services including home visits, individual counseling, family intervention, and group counseling.
7. Attends program related meetings.
8. Acts as liaison between students, parents, foster parents, group home personnel, community agencies, county probation departments, and the Department of Social Services.
9. ~~coordinates daily program operations with students and community agencies;~~
10. ~~performs initial interview and testing of students to provide skill assessment and needs;~~
11. ~~assists a teacher or other certificated employee in providing classroom instruction to individual or groups of students;~~
12. ~~assists with classroom discipline;~~
13. ~~coordinates and supervises the curriculum special events and required projects;~~
14. Assists in planning and facilitating local workshops.
15. ~~provides in-service training for students regarding personal, interpersonal and social problems;~~
16. ~~coordinates and facilitates inter-agency staffing (student background, high school completion plan, vocational assessment and emancipation plan) for students;~~
17. Assists participants with **information of** accessing related financial assistance programs; **common resources and applications.**
18. Serves as a primary reference source regarding program policies, procedures, and activities.
19. ~~May serve as a lead over subordinate personnel.~~
20. ~~Makes~~ **Provides** recommendations **based** on student skill levels and needs to the appropriate schools or agencies

21. Reviews assessment with the individual students, parents, foster parents, and/or group home personnel.

22. **Performs related work as required.**

QUALIFICATIONS

Education and Experience:

~~Graduation~~ **Possession of a Bachelor's Degree** from an accredited four-year college or university with major course work in social work, counseling, sociology, psychology, or a closely related field. ~~Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis.~~

Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of laws, rules, and regulations applicable to social services
- Knowledge of social casework principles and practices, including group work and community organizations
- **Knowledge of interpersonal skills using tact, patience, and courtesy**
- **Knowledge and skill in use of computers and assorted software programs**
- ~~Interviewing techniques~~
- Ability to communicate effectively **both** verbally and in writing **with administrators, staff, students, parents, and the community** and to speak in public;
- Ability to read, interpret, and explain **district** policies, programs, and reports
- Ability to **understand and** follow **verbal** oral and written instructions ~~with a minimum of direction;~~
- Ability to work independently, **with minimum direction**, and make decisions within the framework of established guidelines
- Ability to compile and analyze **information**, and ~~prepare reports~~, and determine appropriate methods and interpret and apply guidelines to accomplish goals
- Ability to establish priorities and **meet** deadlines ~~and plan work with only overall objectives defined~~
- Ability to establish **work** effectively ~~working relationships~~ with **all levels of district staff**, participants, foster parents, group home staff, ~~school staff~~, and agency representatives
- **Ability to establish and maintain records and maintain a confidentiality of privileged information obtained in the course of work**
- Ability to ~~plan and direct~~ **coordinate with** the work of other employees
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS

Work Environment:

- Indoor office, classroom, or home environment
- **Quiet conditions**
- Continuous contact with students, staff, and the public with frequent interruptions
- Possible confrontations and contact with dissatisfied or emotional individuals

- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, **in small groups**, and/or on the telephone
- Inspect **documents and other** written materials with fine print
- ~~recognize documents and people;~~
- Move about **school and** community businesses to conduct work **including** remaining in a stationary position for ~~extended~~ **long** periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination ~~including the use of a computer keyboard, fax machine, copy machine and scanner;~~
- ~~Operate an automobile~~

Other Characteristics:

- Willingness and ability to work additional hours and on weekends **on occasion**

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 1/15/91
Revised: 3/24/95 (License Only)
Revised: TBD