



**CERTIFICATED
Job Class Description**

Equal Employment
Opportunity

LICENSED CLINICAL SOCIAL WORKER

DEPARTMENT/SITE: SPECIAL EDUCATION

SALARY SCHEDULE: Ed. Psyc./LCSW Salary
Schedule (Group 5)

WORK YEAR: 190 DAYS

**REPORTS TO: Executive Director, Special
Education**

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Education effective: November 18,
2021

JOB GOAL/PURPOSE:

As a member of the District's Social Emotional Learning (SEL) Team, the Licensed Clinical Social Worker (LCSW) will coordinate behavioral and psychosocial community services under the general direction of the assigned supervisor. The Licensed Clinical Social Worker will work directly with elevated cases of students who experience difficulties in educational achievement due to social, emotional, adjustment and/or attendance issues. The Licensed Clinical Social Worker will provide case management services to students and parents, and provide supervision, consultation, and in-service training to School Social Worker Interns.

DISTINGUISHING CHARACTERISTICS

The Licensed Clinical Social Worker is assigned district wide roles and duties and supports the SEL work across the district's school sites.

The Licensed Clinical Social Worker is responsible for supervising, planning and directing the work of School Social Worker Interns, and interacts with district administrators, site SEL Teams, school staff, parents and other identified outside community agencies. The Licensed Clinical Social Worker will collect and manage data and information regarding students and their families.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Develops positive working relationships and a collaborative approach with other school and district personnel and community agencies.
- Collects, gathers, and analyzes data about students, parents and the communities served by the District to evaluate the overall social welfare and mental well-being of the student population within the District.
- Works in close connection with District and site administrators to create and implement intervention plans and other supports for students and families.
- Promotes and educates students on how to develop life skills, coping skills, develop and sustain relationships, and other identified needs.
- Supports students who experience social problems that negatively impact their academic performance and/or social interactions.
- Refers students and families to professionals and community organizations for help or consultation.
- Supervises the planning and preparation of outreach projects to increase student and family awareness of social services available through the District and other public and private organizations.
- Conducts on-site presentations with students, student groups, and families to address common social

issues.

- Provides leadership and works with School Social Workers and other staff to create a high performance, service-oriented work environment.
- Participate in a variety of meetings for the purpose of collaborating with school staff members at various sites.
- Provide outreach casework and support services including home visits, crisis intervention, individual and group short-term counseling, and family intervention to enhance educational outcomes for students.
- Participate/advise in the team approach in providing behavioral health services to qualifying students for the purpose of ensuring that services are available to students in schools.
- Serve as District liaison among students and their families, community agencies, and the Department of Social Services.
- Identify problems contributing to students' attendance issues; develop and implement programs to provide students with opportunities to improve their attendance.
- Assist students and their families in obtaining necessary services, monitor progress toward successful utilization and completion of services.
- Develop and maintain necessary tracking mechanisms and records to manage casework, including follow-up information; maintain accurate records related to student outreach, support, and intervention.
- Provide continuous student evaluation for the purpose of advising consistent and effective services to reach established goals.
- Travel from site to site and/or perform necessary home visits and support for the purpose of providing direct treatment, consultation, and collaboration for students and families.
- Coordinate and deliver parent education training for educationally related behavioral health services.
- Perform related duties as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Assessment processes including, but not limited to, Individual Education Plans (IEPs), Student Study Teams (SST), District Attendance Review Team (DART), School Attendance Review Board (SARB).
- Integrated physical and mental health, parent education, social services and resources for students and families with an emphasis on leadership development.
- Early intervention strategies at all levels - individuals, family, group, and community partners
- Psychological and social aspects and characteristics of children with social and emotional disturbance and behavioral challenges.
- Principles and methods of counseling and the accepted techniques for assessing psycho-social behavior, laws and regulations as they pertain to student's legal rights.
- Effective engagement strategies at all levels - individuals, family, group, and community partners
- Policies, procedures and practices which directly affect the welfare of students and community.
- Cultural awareness and sensitivity to issues facing children, youth, families and the community.
- Record keeping and reporting requirements needed for evaluation and ongoing program development.
- Recruitment strategies that attract individuals to activities and the qualities that make activities engaging to motivate participants to attend regularly.
- Public presentations.
- Microsoft Word, Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint, Google Documents, Adobe Acrobat Reader/Writer, Windows based Operating systems, and Apple products.
- Report writing, and research methods.

Ability to:

- Engage a broad network of partners committed to improving the future of all members of the community.
- Make informed recommendations based on sound strategies, practices and collaborative planning.
- Draft, compose, track and file correspondences.
- Manage and direct the work of support staff, including Associate Clinical Social Workers and interns.
- Conduct interviews and obtain information.
- Manipulate and configure data to form statistical analysis.
- Effectively communicate orally and in writing.
- Plan and organize; utilize time management and organization skills.
- See for purposes of reading printed material and observing students.
- Hear and understand speech at normal levels.
- Communicate so others will be able to clearly understand normal conversation.
- Work individually or as part of a team.
- Supervise, monitor, and evaluate interns.
- Read, interpret, and apply rules, regulations, policies and procedures.

EDUCATION REQUIRED:

Graduation with a Master's degree in social work from an accredited college or university

EXPERIENCE REQUIRED:

Three (3) years of recent work experience, two (2) of which must have been as a Licensed Clinical Social Worker. Professional experience in a government or related agency is desirable.

LICENSE(S) REQUIRED:

- A valid driving license issued by a state authority and proof of valid auto liability insurance.
- An active California license as a Licensed Clinical Social Worker, preferably experience in marriage and family therapy.
- Pupil Personnel Services (PPS) Credential or willingness to enroll in a PPS credential program within one year of employment

DESIRED QUALIFICATIONS:

- Recent and relevant experience as a Licensed Clinical Social Worker
- Knowledge of psychological and social aspects and characteristics of children with social and emotional disturbance and behavioral challenges.
- Knowledge of principals and methods of counseling and the accepted techniques for assessing psycho-social behavior, laws and regulations as they pertain to student's legal rights.
- Demonstrates the ability to establish and maintain effective relationships with colleagues and parents.
- Evidence of effective human relations skills
- Evidence of physical/emotional characteristic compatible with the demands of the position
- Evidence of knowledge of laws and regulations related to child welfare, reporting and referral

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense

- Pre-employment physical exam at District's expense
- Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in order to carry out the essential job functions:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl.
- Perform light physical exertion.
- Lift 25 pounds.
- Carry 15 pounds.
- Reach in all directions.
- Stand, sit and walk for extended periods of time.
- Work at a desk, conference table or in meetings of various configurations.