



SOCIAL WORKER - EDUCATIONAL ASSESSMENT SERVICES

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Special Education

ESSENTIAL FUNCTIONS:

1. Work directly with members of diagnostic team in the identification of students for special education services.
2. Assist in completing case studies to identify individuals with exceptional needs.
3. Assist in preparing educational goals and objectives for children with exceptional needs.
4. Act as a liaison with family service agencies, law enforcement agencies, etc.
5. Assist in counseling with students and parents.
6. Provide consultant services and resource information regarding the family involvement with individuals with exceptional needs.
7. Act as chairperson of Individualized Education Program Team meetings when appropriate and requested.
8. Coordinate interface between local mental health facilities when appropriate and requested.
9. Consult in areas of faculty/student dynamics when appropriate and requested.
10. Perform other duties related to position.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Ability to express oneself effectively in public, in conferences, and in written materials.
 2. Ability to work harmoniously and effectively with parents and staff.
 3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
 4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Appropriate background with which to establish a good foundation for working with pupils, teacher, and school administrators.
2. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Master's Degree in Social Work or related field of study (Child Development, Psychology, Counseling).
2. Service Credential – Pupil Personnel.

B. Experience:

1. Training in and/or knowledge of learning and development disorders.
2. Knowledge of local and state social agencies and facilities; possess or be eligible for a Pupil Personnel Services credential.
3. Minimum of three years of supervised experience in a social work setting.
4. Experience in a school environment is desirable.
5. Experience working with individuals with exceptional needs is desirable.

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8/31/15
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