

## **Vail School District Job Description**

**Job Title: Student Services Coordinator (School Social Worker)**

**Department:** School or Program

**Reports To:** Principal or Project Director

**FLSA Status:** Exempt

**Classified Pay Guide:** BA Level 22, MA Level 23

**Revised:** 09/05/2012

### **SUMMARY**

Aids students with behavioral, emotional, and social challenges by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conducts assessment of individual students' needs, including: observations, interviews, administration and interpretations of standardized assessment instruments.

Provides consultation and referral services to parents, teachers, and other school personnel regarding students' social, emotional and educational needs.

Initiates referrals for academic, school-based services including: ELP, ESL, tutoring, child study, 504 plans, and after school or intersession services.

Facilitates referrals to and interagency collaboration with community mental health and social service agencies.

Collaborates with and makes mandated reports to Child Protective Services, Law Enforcement and the Public Health Department.

May provide supportive services to students: goal-oriented skill-building classes, crisis intervention, mediation, individual support and behavioral intervention planning.

Provides school support services through participation in Child Study, 504 and IEP teams. Assists with special projects (e.g. holiday assistance, Red Ribbon Week, etc.) which pertain to family assistance, mental health and substance abuse prevention. Presents class guidance lessons.

Maintains professional documentation of services and referrals provided to students and families.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisor responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Master's Degree in Social Work, Family, Counseling, Counseling or Psychology.
- Knowledge about accessing community-based social services and resources.

### **Preferred:**

- Experience providing mental health crisis or treatment services to at-risk children, youth and families.

### **CERTIFICATES, LICENSES, REGISTRATIONS** (Any one of the following credentials):

- Licensed Professional Counselor
- Licensed Social Worker
- Licensed Marriage and Family Therapist
- Certified K-12 Guidance Counselor

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common and technical journals, reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or governing boards.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts and fundamentals of math. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.