



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SOCIAL SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Special Education/SELPA, perform a variety of social services functions to assist in the identification, assessment and counseling of Special Education students and their families; participate in individual or group meetings with Special Education students and parents to monitor and assess the progress of students; travel to various District sites to coordinate activities with Program personnel; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of social services functions to assist in the identification, assessment and counseling of Special Education students and their families; interpret Individual Education Plans (IEPs) to assure understanding of student needs and determine progress.

Participate in individual or group meetings with Special Education students and parents to monitor and assess the progress of students; identify student issues requiring attention and recommend services for improvement; refer families to community agencies and District services as appropriate.

Travel to various District sites to coordinate activities with Program personnel; collaborate with various District personnel and outside agencies to enhance Program services and identify proper techniques and services for meeting the needs of Special Education students.

Prepare and maintain records, logs, files, case notes and a variety of other paperwork related to student and family information, attendance, services provided and progress; process a variety of forms and applications; compile information and prepare a variety of reports related to attendance, mileage, student progress and assigned activities.

Receive student referrals; confer with students and parents and review files to determine program eligibility; make home visits as necessary; provide information to families concerning Special Education programs, activities and services.

Communicate with students, families, administrators, personnel, community services and various outside organizations to exchange information, coordinate activities and resolve issue or concerns related to student progress, Program services and assigned duties.

Social Services Assistant - Continued

Conduct individual and group awareness sessions for severely emotionally disturbed students; attend IEP meetings at various sites; plan, organize and conduct groups to improve parental awareness of Program services and activities.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Work with students and families to facilitate the mainstreaming of educational activities.

Attend and participate in a variety of assigned meetings, workshops and committees.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies, objectives and guidelines of the District Special Education program.
- Community resources, services and programs serving students with special needs.
- Basic assessment tools and techniques used for Special Education Students.
- Problems and concerns of students with special needs.
- Basic principles and procedures of individual and group assessment meetings.
- Child guidance principles and practices related to children with special education needs.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping techniques and report preparation techniques.
- Modern office practices, procedures and equipment.
- Public relations techniques.

ABILITY TO:

- Perform a variety of social services functions to assist in the identification, assessment and counseling of Special Education students and their families.
- Participate in individual or group meetings with Special Education students and parents to monitor and assess the progress of students.
- Travel to various District sites to coordinate activities with Program personnel.
- Compile and verify information and prepare reports.
- Prepare and maintain records, logs, files, case notes and other documentation.
- Interpret, apply and explain rules, regulations, policies and procedures.

Social Services Assistant - Continued

- Identify student issues requiring attention and recommend services for improvement.
- Understand and relate to students with special needs.
- Refer families to community agencies and District services as appropriate.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Operate a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: bachelor's degree in sociology, child development, psychology or related field and two years of social services experience.

Licenses and Other Requirements:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Frequently lift and carry up to 15 lbs for short distances.

Board Adopted: 1/11/05 CSEA Chapter 821 Salary Range: 54
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