

School Social Worker

Exempt Position

Effective Date: February 24, 2016

Education, Experience, and Licensure Requirements:

- Bachelor's or Master's Degree in Social Work from a regionally accredited college or university
- Current New Mexico Independent Licensure from Social Work Board or Counseling Board (LPCC, LISW, LMSW, LCSW, LMHC)
- Current New Mexico Educator's License preferred

Knowledge, Skills, and Abilities Required:

- Demonstrated ability to work with students, staff, and parents
- Ability to perform essential job functions, job task requirements, and meet competencies determined for this position

Reports To: Director of Elementary Schools

Evaluation: Performance of this position will be evaluated at least once annually by the Director of Elementary Schools in accordance with the District Evaluation Plan.

Job Summary: To assist students and their families to cope with social, emotional, and personal problems as these problems relate to the student's attendance, ability to function, and achievement in school; and thus, to enhance each student's opportunity for a positive learning experience.

Essential Functions:

- Complies with the approved *Code of Ethics of the National Association of Social Workers* and upholds and enforces school rules, administration instructions and regulations, Board policies, and State regulations.
- Maintains professional competence through in-service education activities and/or self-selected professional growth activities.
- Utilizes methods of practice which are appropriate to the identified concerns.
- Establishes and maintains basic case management procedures.
- Maintains accurate and complete records on all social work services.
- Evaluates the quality and effectiveness of school social work services.
- Provides crisis intervention services.
- Organizes growth groups to promote self-improvement.
- Develops and implements preventative activities for students.
- Maintains contact with appropriate school personnel regarding excessive absenteeism of students.
- Assembles materials and presents programs for staff development.
- Consults and shares information pertinent to the education of the student with teachers, administrators, and other school personnel.
- Participates in multi-disciplinary team meetings relating to the educational placement of students.

- Serves as case manager and coordinates multi-disciplinary efforts for the management of individual cases when appropriate.
- Mobilizes the school and community resources to enable the child to receive benefit from the educational program.
- Serves as liaison and consultant to agencies, such as Children in Need of Services (CHINS), Juvenile Probation Office, Department of Public Safety, Social Services, and other related agencies.
- Works to ensure parental participation in the student's educational placement and their adjustment to the educational experience.
- Participates in resolving parent/student, parent/staff, student/staff, and student/student conflicts.
- Works to overcome problems in a child's living situation to include the home, school, and community affecting the child's adjustment in school.
- Provides parental training to assist parents in understanding the special needs of their child and provides parents with information about human development.
- Develops and presents in-service programs for families to enable them to understand factors which will enable the students to achieve the maximum benefit possible through their school experience.
- Visits the home environment of students.
- Attends staff meetings and serves on staff committees as required and appropriate.
- Fulfills the State Board of Education and Alamogordo Public Schools stated performance competencies and indicators as outlined in the APS Teacher and Licensed Support Staff Evaluation Plan.
- Adheres to all health, safety, and sanitation policies of the School District and notifies the proper authorities when repairs or replacements are required in order to maintain established standards.
- Assists at other duty stations if requested to do so by supervisor.
- Performs the job task requirements determined for this position and other duties as assigned or directed by the supervisor.
- Complies with all District Customer Service policies and procedures.

Terms of Employment: Nine months (184 days) per contract year with appropriate placement on District Ancillary Salary Schedule with increment for additional responsibilities to include additional days if required.

Employee

Date

Supervisor

Date