



Job Title:	SOCIAL WORKER
FLSA Status:	Exempt
Supervisor:	School Principal; Program Director
Salary Schedule:	Certified Teacher Salary Schedule
Terms of Employment:	183 days/7.5 hours a day
Job Goal:	To identify and address the needs of students, staff, and/or the student's family issues that impede the student's ability to succeed at school.

Minimum Qualifications

1. Must possess a valid social work license (LMSW or LISW) from the New Mexico Social Work Examiners Board
2. Master's degree from an accredited Social Work School or related field
3. Eligible for licensure by the New Mexico Public Education Department

Performance Responsibilities

1. Determine eligibility for social work services for general education students
2. Provide direct student intervention services that may include:
 - a. Individual, group, and/or family referrals to appropriate community agencies
 - b. Interdisciplinary team collaboration
 - Teacher/staff consultation
 - Interagency collaboration
 - Intervention plan collaboration
 - Related activities
 - c. Assist student/families to identify and access formal and informal community resources
 - d. Provide crisis intervention to students at risk for harm to self or others
3. Complete required documentation within the program requirements
4. Attend staff meetings, in-service meetings and conferences to develop and enhance professional knowledge and skills
5. Adhere to the National Association of Social Work (NASW) code of ethics and all Las Cruces Public School professional standards of conduct
6. Perform duties as assigned by the Social Work Supervisor Coordinator



7. Agrees to fulfill the performance responsibilities in the location(s) assigned
8. Exhibit professionalism by maintaining good attendance and adhering to contract hours
9. Other duties as assigned within the scope of the assigned position

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology

WORKER TRAITS

Aptitudes

- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
- manual and finger dexterity required to operate machines and equipment precisely and rapidly

TERMS OF EMPLOYMENT

Salary and work year according to current schedule

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Signature_____ Date_____

Print Name_____

Approved By_____ Date_____