

SOCIAL WORKER

<i>SPA License Status:</i>	<i>Licensed/Contract</i>
<i>SPA Probation:</i>	<i>One Year</i>
<i>FLSA Status:</i>	<i>Exempt</i>
<i>Supervisor:</i>	<i>School Principal; Program Director</i>
<i>Supervises:</i>	<i>None</i>
<i>Salary Schedule:</i>	<i>Certified Teacher Salary Schedule</i>
<i>Terms of Employment:</i>	<i>7.5 hours / 9 months</i>
<i>Job Goal:</i>	<i>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.</i>

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*
- 4. Outstanding verbal, written communication and organizational skills*
- 5. Bilingual and Bi-literate in English and Spanish, preferred.*

Job Duties

- 1. Determine eligibility for social work services for general education students*
- 2. Provide direct student intervention services that may include: Individual, group, and/or family referrals to appropriate community agencies, Interdisciplinary team collaboration, Teacher/staff consultation, Interagency collaboration, Intervention plan collaboration, Related activities. Assist student/families to identify and access formal and informal community resource., 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. *Agree to fulfill the performance responsibilities in the location(s) assigned*
8. *Other duties as assigned within the scope of the assigned position*
9. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
10. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
11. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
12. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
13. *Evenings and weekend work may be required.*
14. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

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

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

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.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____