



Professional – Job Description

Job Title: Social Worker

Pay Grade: PA 3

Min \$53,177 /Mid \$64,068 /Max \$74,959

Reports To: Director of Special Education

FLSA Status: Exempt

Dept./School: Special Education Department

Minimum Duty Days: 187 days

Primary Purpose:

To provide social worker services that identify, assess, and address social, emotional, and environmental factors affecting students' ability to full access and benefit from the educational program, thereby promoting academic success and student well-being.

Minimum Requirements:

- Bachelor's degree from an accredited institution.
- State License for Social Work.

Special Knowledge/Skills:

- Demonstrates ability to work effectively and harmoniously with administrators, teachers, and other staff.
- Demonstrates ability to communicate effectively both in written form and orally.
- Possesses technical skills necessary to perform essential job requirements such as email functions, correspondence and power point presentations.
- Treats all people with dignity and respect.

Preferred Requirements:

- Master's degree in social work

Major Responsibilities and Duties:

School Organizational Climate:

1. Demonstrates skill in dealing sensitively and fairly with people.
2. Establishes and maintains a climate that demonstrates respect and dignity for all people for Laredo ISD and for all areas for which this individual is responsible.

Personnel Management:

3. Collects data used in the evaluations of social, emotional, behavioral deficits, as needed.
4. Develops a Behavior Plan (I.E.P.) / Discipline Plan in accordance to evaluation results and recommendations.
5. Assists students in identifying and dealing with their special needs in the home, school and community settings.
6. Counsels with parents in regard to their child's disability.
7. Keeps student folders for those students' receiving services.
8. Performs child find activities.

Student Management:

- 9. Provides individual and group counseling with students qualifying for services.
- 10. Assists teachers and students during instructional and/or tutorial time.

Professional Growth and Development:

- 11. Assists and participates in staff development.

Administration and Fiscal/Facilities:

- 12. Performs such other duties as may be assigned.

School/Community Services:

- 13. Consults with teachers, support staff, administrators and parents concerning prevention, intervention and maintenance strategies relating to social, emotional behavioral problems within the learning environment.
- 14. Assists parents in understanding their child’s special needs and provides them with information that will enable them to deal with their needs and facilitate their adjustment in school.
- 15. Mobilizes school and community resources enabling students to receive maximum benefit from their educational program.
- 16. Makes appropriate referrals to community agencies concerning prevention, intervention, and maintenance plans concerning the students’ needs.

Supervisory Responsibilities

- 17. Coordinates, supervises and assists support staff in carrying out strategies relating to social, emotional behavioral problems within the learning environment.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date