

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: SCHOOL SOCIAL WORKER

Supervisor: Director of Special Education

GENERAL JOB DESCRIPTION: To improve the school performance of special education students identified as having serious emotional/behavioral disabilities or issues and select general education students through evaluation and therapeutic interventions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Demonstrate appropriate skills in working with parents and families in a professional manner.
2. Demonstrate a broad base of knowledge and training to enable him/her to effectively perform job responsibilities in a professional manner.
3. Provide direct or indirect service to identified special education students as recommended by the Individual Education Plans and select general education students. Services to be provided as case manager may include the following: completion of functional behavioral assessment, development of behavioral intervention plans, referrals to truancy court, development and monitoring of attendance contracts, providing consultation and training to building level staff, individual and/or group counseling or parent/family training (counseling/therapy).
4. Assist in the collection of evaluation data (i.e. observation, interview, informal assessment) to assist the multidisciplinary team in identifying individual needs and appropriate services for special education or the Student Assistance Team.
5. Evaluate and document the progress of students assigned to caseload, noting steps toward achievement of specific goals and objectives that were established in the Individual Education Plan or Student Assistance Team plan.
6. Maintain contact with community agencies that provide life essential services not available through Dexter Consolidated Schools. Referrals provided to clients and their families to these agencies when necessary.
7. Serve as advocate for the students assigned to caseload and those included in the special education program of Dexter Consolidated Schools.
8. Provide crisis interventions services when necessary.
9. Serve as a member of the Individual Education Plan (IEP) and student staffing when requested.
10. Serve as a member of the building Student Assistance Team when requested.
11. Serve as liaison between the buildings and the Special Education Department (Central Office).
12. Serve as McKinney-Vento Homeless Education liaison.
13. Participate in in-service trainings.
14. Maintain eligibility as a district activity driver.
15. Maintain current and up-to-date knowledge of new developments and strategies in the field of counseling emotionally/behaviorally disordered students.
16. Complete reports in a timely manner.
17. Safeguard confidentiality of privileged information.
18. Make required home visits for verification of residency for school transportation purposes.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the superintendent.
2. Demonstrate effective organizational skills.
3. Demonstrate the appropriate effective behavior in performing job tasks.
4. Comply with the Code of Ethics of the National Association of Social Workers.
5. Follow Board policies and administrative rules and regulations.

QUALIFICATIONS:

1. Master's Degree.
2. A valid license with the New Mexico Public Education Department as a guidance counselor, social worker or school psychologist or related area.
3. Valid New Mexico Board of Social Work Examiner's license.
4. Training and/or experience working with seriously emotionally/behaviorally disordered in a clinical or school setting.
5. Such alternatives to the above qualifications as the Director of special Education and/or Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. T.B. test
3. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
4. Training in First Aid and CPR

EQUIPMENT/MATERIAL HANDLED:

1. Knowledgeable in psycho-therapeutic behavioral management devices, anatomical dolls and various psycho-therapeutic (educational) games, and psychological test materials.
2. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.
3. Knowledge of proper use of any equipment necessary for safety.
4. Follow all safety precautions in dealing with equipment/material.

WORK ENVIRONMENT:

When working with individual students or groups of students (or staff) in the schools, a reasonable clean and distraction-free area is to be jointly discussed with the building supervisor, when possible such space is to be reserved for testing or therapy on a reasonable weekly schedule. Settings may include various school settings such as small group or conference rooms or nurses office etc. Must be able to work within various degrees of noise, temperature, and air quality, Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside assignments. Must be able to work under stressful conditions.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____