

Job Title:	Social Worker	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	102
Dept./School:	Assigned Campus	Date Revised:	October 28, 2024

Primary Purpose

Facilitate collaboration between local community agencies and educational staff. Provides counseling services to promote social-emotional welfare. Enhance the collaborative aspect of children and families by promoting the concept of inter-agency school linked social service model.

Qualifications**Education/Certification**

Bachelor's Degree in Social Work or related field
Valid License Baccalaureate Social Worker (LBSW), License Master Social Worker (LMSW), or License Clinical Social Worker (LCSW)

Special Knowledge/Skills

- Knowledge of local social agencies
- Strong organizational, communication, public relations and interpersonal skills
- Knowledge and skills in casework methods
- Strong consultation skills for conferencing with teachers, parents and students
- Knowledge of prevention and intervention strategies, including behavior management
- Awareness and ability to access community resources
- Excellent organizational, communication, and interpersonal skills
- Computer knowledge with student management systems; Word; and Excel

Experience

Three (3) years' experience in social work

Major Responsibilities and Duties

1. Contact families, home visits to coordinate services.
2. Identify family needs and coordinate services with local community agencies.
3. Collaborate with school administration to ensure a smooth flowing support system for students and their parents.
4. Assist parents understand the educational programs offered by the district to include ARD, Section 504, etc.
5. Plan and provide parent training in coordination with campus professional staff.
6. Facilitate the creation of parent support groups in coordination with campus professional staff.
7. Provide information to the ARD committee for students as applicable.
8. Coordinate special speakers and programs for the classes in coordination with campus professional staff.
9. Coordinate support groups and field trips for students in coordination with campus professional staff.
10. Offer pre-employment training and activities to the students in coordination with campus professional staff.
11. Collaborate and coordinate the delivery of services with school psychologists and school counselors in meeting IEP goals and objectives.
12. Assist with student tracking to ensure students enrollment/placement/transition at another school to reduce the number of dropouts.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasionally prolonged and irregular hours; occasional districtwide and state travel.

Terms of Employment

194 days; salary to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.