

Job Title:	Master Social Worker	Wage/Hour Status:	Exempt
Reports to:	Facilitator LSSP and MSW	Pay Grade:	103
Dept./School:	Special Education Evaluation Services	Date Revised:	October 31, 2024

Primary Purpose

Provide evaluations for students referred for Counseling Services. Provide counseling, case management and teacher support as identified in the IEP. Promote the social-emotional well-being of students. Enhance the collaborative aspect of children and families by promoting the concept of inter-agency school linked social service model and facilitate collaboration between local community agencies and educational staff.

Qualifications**Education/Certification**

Master's Degree in Social Work
Valid Licensed in State of Texas as a LMSW

Special Knowledge/Skills

- Excellent organizational, communication, public relations, and interpersonal skills
- Demonstrates leadership ability in working with administrators, teachers, parents, students, evaluation, and related service personnel
- Knowledge of community agencies dealing with social and health services
- Knowledge of social agencies

Experience

Three (3) years' experience in social work

Major Responsibilities and Duties

1. Provide counseling services to students.
2. Serve as a member of the multidisciplinary team.
3. Make home visits and coordinates services for students.
4. Coordinate support.
5. Identify family needs and coordinate services with local community agencies.
6. Schedule parental workshops and presentations throughout the community in coordination with the district parental involvement program.
7. Collaborate and coordinate the delivery of services with school psychologists and school counselors in meeting IEP goals and objectives.
8. Provide information to the ARD committee, which will assist in ensuring appropriate educational services.
9. Collaborate with Mental Health Team to ensure appropriate educational services.
10. Responsible for completion and submission of Service Delivery Logs.
11. Attend Admission, Review, and Dismissal ARDs.
12. Provide case management and teacher support.
13. Participate in random MAC Time Studies and submit within timelines.
14. Evaluate student progress and determine readiness for termination of counseling services.
15. Comply with District, Policies, Federal and State laws.
16. Participate in professional development activities to improve skills related to job assignment.
17. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Working Conditions**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; occasional 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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ 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.