

**Roswell Independent School District  
Job Description**

**Job Title: SOCIAL WORKER (SPECIAL EDUCATION)**

**Reports To: DIRECTOR OF SPECIAL EDUCATION**

**General Job Description:**

Specialize in working with school-aged children, their parents, teachers, and school administrators to help students cope with a wide range of issues and perform well academically.

**Essential Duties and Responsibilities:**

1. Demonstrate appropriate skills in working with parents and families.
2. Demonstrate a broad base of knowledge and training to enable him/her to effectively perform job responsibilities.
3. Demonstrate effective organizational skills.
4. Assist in the collection of data (i.e. observation, interview, informed assessment) to assist in identifying a student's individual need and appropriate services.
5. Provide direct or indirect service to students. Services to be provided may include the following:
  - a. Assist in the development of behavioral management plans.
  - b. Individual and/or group interventions.
6. Document the progress of students assigned to caseload, noting steps toward achievement of specific goals and objectives as established in the Student Assistance Team (SAT) Intervention plans. Ensure SAT plans aligns with Level 3 services in the Multi-Level System of Support framework.
7. Serve as a consultant to the building level Student Assistance Teams (SAT) as needed.
8. Participate in in-service training programs.
9. Assess students for safety, including threatening behavior and suicidal ideation.
10. Case notes are to be submitted 10 business days from the completion of service.
11. Provide individual and group crisis intervention services; information on social, emotional, and behavioral issues; provide student support and encouragement.
12. Promote student success through support of parents and families as needed.
13. Consult and collaborate with building administrators, and school based professionals to interpret student social/emotional needs, assist with behavioral management, serve as resource for school staff, including involvement in staff meetings, workshops, presenting in-service programs, etc.
14. Establish and maintain working relationships with community service providers, use community services to assess and provide for the needs of students and families.
15. Maintain professional skills through consultation, in-service activities; and awareness of cultural diversity; and maintain confidentiality.
16. Provide crisis intervention services when necessary.
17. Serve as an advocate for the students assigned to caseload.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 7.25 hours per day.
21. Work independently with very little supervision.
22. May be required to perform other related duties/functions as assigned by your supervisor.

**Experience and Education:**

1. Bachelor of Social Work required, Master's degree preferred.
2. Current license with the New Mexico State Education Department Social Worker license.
3. Must hold a current Social Worker Board of Examiners license which has to be renewed as required by state regulations.
4. Must hold a Valid Driver's license and Car Insurance and travel from site to site.

**SOCIAL WORKER (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits as needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

---

**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

---

**Signature**

**Printed Name**

**Date**