

REGION IX EDUCATION COOPERATIVE

SCHOOL SOCIAL WORKER Job Description

POSITION TITLE: School Social Worker
REPORTS TO: Education Services Director
Work Day: Minimum 7.5 hours daily
Contract Days: 185 days for 2022/23 school year
Classification: Exempt
Salary Schedule: Ancillary Services
Duty Station: R9 Member Schools

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the RECIX employee policy manual, technology policy, and R9 tracking system are required.

School Social Worker-revised 4.2022

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11. Performs initial and ongoing evaluation with use of standardized tests, customized measures and/or observations to evaluate children in the areas of suspected disabilities in accordance with federal/state/district regulations and policies and procedures and consistent with professional licensing.
12. As determined by IEP/IFSP Committee, plans and administers social work programs designed to support the student's identified educational goals.
13. Utilizes treatment procedures consistent with IEP/IFSP, federal/state/district regulations and professional licensing.
14. In accordance with policies and procedures, obtains, integrates, and interprets evaluation information and progress to support educational goals as determined by the student's IEP/IFSP.
15. In a professional manner, provides information to the student, family and personnel involved in the student's educational program concerning areas of educational support/need as identified by the IEP/IFSP and consistent with professional licensing.
16. In accordance with IEP/IFSP, refers and/or collaborates with outside agencies/professional personnel, to obtain requested student information to support the student's evaluation and/or educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel.
17. In accordance with federal/state/district regulations, documents services to students as identified in the IEP/IFSP according to professional board standards and consistent with policies and procedures.
18. Demonstrates knowledge and compliance with all professional standards of conducts and professional ethics.
19. Adheres to district policies and procedures while on district campus.
20. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
21. Responsible for planning, conducting, and evaluating in-service training programs on social work and related topics for staff, families, students and community, as requested by supervisor.
22. As required, travels from site to site on a daily basis and as emergencies arise.
23. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but establishes the main expectations.

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QUALIFICATIONS

1. Must be licensed by the State of New Mexico Department of Education and the State of New Mexico Licensing and Regulation Professional Licensure.
2. Three years successful work experience in public schools/institutions of higher education or other agencies preferred.
3. Must be able to obtain a National Provider Identifier (NPI) number and be a Medicaid provider.
4. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to special education, including evaluation and IEP development.
5. Must demonstrate strong interpersonal skills.
6. Must be willing to carry out assigned tasks and perform responsibilities.
7. Other qualifications determined necessary by RECIX Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. Social work is a related service in which the therapist functions as a member of an interdisciplinary team whose purpose is to provide an appropriate program for children with disabilities and their families.
2. A school social worker utilizes professional training to evaluate and apply evidence-based practices to support educational programming designed to provide the student with a free and appropriate education in accordance with federal/state/district regulations and policies and procedures.
3. The school social worker will communicate clearly in giving and receiving oral/written instruction; will demonstrate adaptability in relations with co-workers; will exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families; demonstrate the ability to appropriately manage behavior and create an appropriate learning environment which will support students to attain their educational goals.
4. The therapist will demonstrate professional behavior consistent with the professional code of ethics and REC IX policy and procedures.
5. Must be willing to travel/use own vehicle for transportation.

WORKING ENVIRONMENT

I. SITTING TASKS

- A. Sitting is an occasional requirement of the job up to 33% of the time

II. WALKING TASKS

- A. Walking is a frequent requirement of the job 33 - 66% of the time

III. STANDING TASKS

- A. Standing is a frequent requirement of the job 33 - 66% of the time

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional requirement of the job up to 33% of the time

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V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement of the job up to 33% of the time
- B. Bending or twisting the trunk is an occasional requirement of the job up to 33% of the time
- C. Squatting, stooping, and kneeling is an occasional requirement of the job up to 33% of the time
- D. Reaching above the head is an occasional requirement of the job up to 33% of the time
- E. Reaching forward is an occasional requirement of the job up to 33% of the time
- F. Repeating the same hand, arm or finger motion many times is an occasional requirement of the job up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement of the job 33 - 66% of the time
- B. Finger dexterity is a frequent requirement of the job 33 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional requirement of the job up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement of the job
- C. Lifting items above the waist is an occasional requirement of the job up to 33% of the time
- D. Lifting items above the trunk is a frequent requirement of the job 33 - 66% of the time

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement of the job up to 33% of the time
- B. Lifting above the shoulders is a rare requirement of the job
- C. Lifting above the waist is an occasional requirement of the job up to 33% of the time
- D. Lifting above the trunk is a frequent requirement of the job 33 - 66% of the time

IX. PUSHING AND PULLING

- A. Pushing and pulling 25 - 90 pounds is a rare requirement of the job

X. CARRYING TASKS

- A. Carrying 25 - 50 pounds is an occasional requirement of the job up to 33% of the time
- B. Carrying 10-25 pounds is an occasional requirement of the job up to 33% of the time

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XI. PHYSICAL ABILITIES/ACTIVITIES

A. Vision

1. Being able to see at a distance is an occasional but essential requirement of the job up to 33% of the time
2. Being able to see closely is a frequent requirement of the job 33-66% of the time
3. Being able to differentiate colors is an occasional requirement of the job up to 33% of the time
4. Having depth perception is an occasional requirement of the job up to 33% of the time

B. Hearing

1. Being able to hear in a quiet environment is a frequent requirement of the job 33 - 66% of the time
2. Being able to hear in a noisy environment is an occasional requirement of the job up to 33% of the time
3. Being able to locate sounds is an occasional requirement of the job up to 33% of the time
4. Being able to differentiate sounds is an occasional requirement of the job up to 33% of the time

C. Speech/Communication

1. Communicating through written and spoken language is a continuous requirement of the job

XII. USE OF PROTECTIVE EQUIPMENT

A. None

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Social Worker.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

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