

REGION IX EDUCATION COOPERATIVE

SCHOOL SOCIAL WORKER Job Description

POSITION TITLE: School Social Worker
REPORTS TO: Social Work Manager
Work Day: Minimum 7.5 hours daily
Contract Days: 190
Salary Schedule: Degreed
Classification: Non-Exempt
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. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Responsible for the understanding and execution of the REC 9 employee policy manual, technology policy, R9 tracking system, and calendar of contract/non-contract days.

THE FOLLOWING ESSENTIAL FUNCTIONS WILL BE PERFORMED UNDER THE SUPERVISION OF A LICENSED INDEPENDENT SOCIAL WORKER

11. Responsible for adhering to the New Mexico Administrative Code (NMAC), including initial and reevaluation timelines.
12. Contributes to comprehensive initial and reevaluations or completes sociological evaluation reports, using formal (e.g., standardized assessments) and informal measures (e.g., observations, interviews) to evaluate areas such as social skills, self-esteem, and coping skills.

School Social Worker 4.2024

REC IX does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

13. Evaluate according to and in compliance with the NM Technical Evaluation and Assessment Manual (TEAM).
14. Assists the Eligibility Determination Team (EDT) to help determine whether the student is eligible for and in need of special education and related services.
15. Plans and administers sociological therapy services to support the student's identified educational goals, as determined by the IEP/IFSP team.
16. In accordance with federal/state/district regulations, documents services provided to or on behalf of students as identified in the IEP/IFSP.
17. 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.
18. Demonstrates knowledge and compliance with all professional standards of conduct 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 manners.
21. Responsible for planning and conducting in-service training programs on social work and related topics for staff, families, students and community, as requested by the supervisor.
22. 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.

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. Must be able to obtain a National Provider Identifier (NPI) number and be a Medicaid provider.
3. 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.
4. Must demonstrate strong interpersonal skills.
5. Must be willing to carry out assigned tasks and perform responsibilities.
6. Other qualifications determined necessary by REC9 Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. Social work is a related service. The role of the therapist is to participate as a member of a multidisciplinary team, assist in determining eligibility, and help develop an appropriate program for children with disabilities.
2. A school social worker utilizes professional training and applies evidence-based practices to support educational programming, provide students with a free and appropriate public education, and perform job duties in accordance with federal/state/district regulations, policies, and procedures.

School Social Worker 7.2025

REC IX does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, handicap/disability, serious medical condition, equal compensation, genetic information, pregnancy, sexual orientation, gender identity, veteran status, marital status or spousal affiliation in employment practices or the provision of services.

3. Social workers will 1) communicate clearly when giving and receiving oral/written instruction, 2) demonstrate adaptability in relations with co-workers, 3) exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families, 4) demonstrate the ability to appropriately manage behavior, and 5) create an appropriate learning environment which will support students to attain their educational goals.
4. The therapist will demonstrate professional behavior consistent with the NASW Code of Ethics and REC 9 policy and procedures.
5. Must be willing to travel/use a personal vehicle for transportation.

SUPPLIES AND EQUIPMENT

Social workers utilize assessment measures, toys, games, and craft supplies. This includes borrowing Region 9 assessment materials/kits and ensuring proper care of such materials.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description for **School 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 _____