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POSTING DATE: 06/04/2015

CLOSE DATE:

UNTIL FILLED

VACANCY NUMBER: 00002374

LOCATION:

POSITION: SOCIAL WORKER

JOB QUALIFICATIONS: **Minimum Education/Certification:**

- Master's degree in social work from an accredited college or university
- Valid Texas license as a master social worker granted by the Texas Board of Social Worker Examiners
- Valid Texas driver's license
- Eligible for coverage under the District's vehicle insurance program

Special Knowledge/Skills:

- Bilingual proficiency preferred
- Knowledge and skill in individual and group counseling
- Knowledge and skill in casework methods
- Strong consultation skills for conferencing with teachers, parents and students
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of community resources or ability to identify and access needed resources
- Excellent organizational, communication and interpersonal skills

- Available to work some evenings

JOB DESCRIPTION:

Primary Purpose: To coordinate social work services for district students and families, including families participating in the Project LEARN (Let's Eliminate At Risk Needs) program. This will include identification of family needs and barriers to education, referrals to community resources, home visits, developing parent groups and counseling as appropriate. This person will also assist staff in further development of parent involvement activities on the campus.

DUTIES AND RESPONSIBILITIES:**Major Responsibilities and Duties****Social Work**

1. Conduct group and individual counseling sessions to enhance social development of students and provide peer support in accepting responsibility for their actions, overcoming crisis, resolving conflict, improving attendance, decision-making skills, etc.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of available and appropriate resources.
3. Refer school staff and parents to community resources.
4. Coordinate and integrate school and community resources.
5. Facilitate communication between school personnel and students, parents, and the community.
6. Provide crisis support and counseling to students, parents and school staff.

Assessment

1. Make home visits to gather information relating to students.
2. Identify and explore causes of students' dysfunction as it relates to the home, school and community.
3. Arrange for medical, psychiatric and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
4. Participate in the Admission, Review and Dismissal (ARD) Committee to assist in interpretation of assessment data, appropriate placement and goal setting for students according to district procedures.

Consultation

1. Assist school personnel in helping students explore alternative education programs and career counseling.
2. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
3. Assist in the planning and implementation of parent involvement activities.
4. Develop and conduct parenting training and support groups.
5. Consult with parents regarding their children's academic performance, behavior and needs.
6. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance.

Student Management

1. Create an environment conducive to learning and appropriate for the maturity level and interests of students.
2. Establish control and administer discipline according to the Student Code of Conduct and student handbook.
3. Support campus goals of prevention to maintain a healthy and safe school environment.

Program Management

1. May supervise persons completing practicum or internship through a college or university program.
2. Develop and maintain effective individual and group relationships with students and parents.
3. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
4. Compile, maintain and file all physical and computerized reports, records and other required documents.
5. Comply with policies established by federal and state laws, State Board of Education rule and board policy.
6. Comply with all district and campus routines and regulations.
7. Participate in professional development activities to improve skills related to job assignment.

Communication

1. Maintain a positive and effective relationship with supervisors.
2. Effectively communicate with colleagues, students, and parents.
3. Other duties as assigned by supervisor or designee.

REQUIRED EXPERIENCE:**Minimum Experience:**

- Experience working with parents and children in groups and individually
- Two years of experience in social work preferred

OTHER INFORMATION:

Working Conditions: Mental/Physical Demands/Environmental Factors: Ability to concentrate (detailed work), communicate effectively (verbal and written); interpret policy, procedures and data; reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate district functions, compile, compute, instruct, and maintain emotional control under stress. Moderate lifting and carrying (15-44 pounds), sitting, standing (intermittent), walking (intermittent), repeated bending (intermittent), kneeling (intermittent), specific visual requirements (depth perception, ability to distinguish basic colors), Specific hearing requirements, driving, travel (daily in-district), inside and outside, protracted or irregular hours of work, flexibility.

APPLY TO:

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

SALARY:

Teacher's Salary Schedule

FROM - TO -

GROUP / GRADE:

Wage/Hour Status: Exempt; Reports To: Principal/Director of Student Support Services;
Date Revised: November 2013

DAYS: