



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #09-2024

Opening Date: June 3, 2024
Closing Date: Open Until Filled
Position Title: Social Worker
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under the direct supervision of the school Principal/Director, the individual will provide direct and indirect services to students, families, and school personnel to promote and support students' academic and social successes. Provide crisis intervention services when necessary. Maintain contact with community agencies that provide life essential services not available through LDOE. Referrals provided to clients and their families to these agencies when necessary. Serve as an advocate for the students assigned to caseload and those included in the Special Education program of LDoE. Working knowledge of social theories and practices. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Master's degree. A valid license with the New Mexico Public Education Department as a guidance counselor, social worker or school psychologist or related area. Training and/or experience working with seriously emotionally/behaviorally disordered in a clinical or school setting.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s), licensure(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

LAGUNA DEPARTMENT OF EDUCATION
JOB DESCRIPTION

Position: SOCIAL WORKER/COUNSELOR

Supervisor: Director/Principal

General Job Description:

Provide direct and indirect services to students, families, and school personnel to promote and support students' academic and social successes.

Duties and Responsibilities:

1. Demonstrate skills needed to facilitate the preschool screening process. 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. Demonstrate the appropriate effective behavior in performing job tasks.
5. Follow policies and administrative rules and regulations as specified in the Board Policy Manual.
6. Assist in the collection of evaluation data (i.e. observation, interview, informal assessment) to assist the multidisciplinary team in identifying individual needs and appropriate services.
7. Provide direct or indirect service to identified special education students as recommended by the Individual Education Plans. Services to be provided may include the following: development of behavioral management plans, providing consultation and training to building level staff, individual and/or group counseling or parent/family training (counseling/therapy).
8. Evaluate and document the progress of students assigned to caseload, noting steps toward achievement of specific goals and objectives that were established in the Individual Education Plan.
9. Serve as a member of the Individual Education Committee and student staffing's when requested.
10. Serve as a member of building level Student Assistance Teams as requested. Serve as liaison between the buildings and the Special Education Department.
11. Participate in in-service training programs.
12. Maintain current and up-to-date knowledge of new developments and strategies in the field of counseling emotionally/behaviorally disordered students.
13. Maintain accurate records and report on clients' status.
14. Complete required reports in a timely manner as requested.

Duties and Responsibilities:

1. Provide crisis intervention services when necessary.
2. Maintain contact with community agencies that provide life essential services not available through LDOE. Referrals provided to clients and their families to these agencies when necessary.
3. Serve as an advocate for the students assigned to caseload and those included in the special education program of Laguna Department of Education.
4. Working knowledge of social theories and practices
5. Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the superintendent.

Qualifications:

1. Master's degree.
2. A valid license with the New Mexico Public Education Department as a guidance counselor, social worker or school psychologist or related area.
3. Training and/or experience working with seriously emotionally/behaviorally disordered in a clinical or school setting.
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 30 pounds), reaching, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.
3. Receive and then provide special training in physical restraint procedures, as requested, which may be necessary to employ when dealing with behaviorally disturbed students.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Knowledgeable in psych-therapeutic behavioral management devices, anatomical dolls and various psycho-therapeutic (educational) games, and psychological test materials.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Various school settings (small group or conference room(s), or nurse's office. After hour work may be required. May make site or home visits when needed and appropriate.

Terms of Employment:

Salary, as per board approved salary schedule and 240 work days.