Killeen Independent School District
Job Description

**Job Title:** Social Worker
**Reports To:** Coordinator for Special Education Campus Operations
**FLSA Status:** Exempt

**SUMMARY**
To help students resolve personal, emotional, and social factors that could impact their learning and achievement in school and in other settings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Performs casework service with individual students to correct personal, social, or emotional maladjustment related to their educational and social progress.
- Involves parents as an integral part of the task of helping students.
- Consults with other school personnel in gathering information and planning for the modification of the student's behavior.
- Supervises the referral of students to such outside agencies as the Juvenile Court, the Department of Protective and Regulatory Services, the Health Department, the Mental Health-Mental Retardation agency, etc.
- Makes home visits for the purpose of gathering helpful information on a student's background and provides parents with education, intervention, and appropriate referrals.
- Serves as liaison between home and school as needed.
- Assists students in school adjustment.
- Provides individual, family, group therapy and crisis intervention to identified students.
- Reviews referrals for appropriate classroom placement to include PBS, self-contained, mainstream, etc., confers with assessment personnel, and performs administrative duties to arrange proper placement.
- Provides input to the teaching staff regarding students' behavior and psychosocial functioning.
- Provides evaluative input regarding incoming students.
- Keeps accurate records of cases for use by school staff members and outside agencies when appropriate.
- Maintains current knowledge of local social services resources available to students and their families.
- Maintains current knowledge and skills related to social work ethics, values, and laws governing social work practice.
Participates in ARDC meetings as appropriate.

Provides counseling as a related service for students with disabilities as per ARD/IEP.

Supervises social work interns assigned as outlined in agreement between KISD and various institutions of higher learning.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications, as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Master's degree required and three years experience working with school age students preferred.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general educational periodicals, professional journals, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, faculty, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES AND REGISTRATIONS
Licensed Master Social Worker or Licensed Clinical Social Worker by the Texas State Board of Social Worker Examiners.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift or carry (under 15 pounds), occasionally lift (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
WORK ENVIRONMENT  The work environment characteristics described here are Representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet.

**Revised Date:** September 24, 2015

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.