SIEMBRA CHARTER HIGH SCHOOL
POSITION DESCRIPTION

TITLE: **Master Social Worker (LCSW or LISW)**

MINIMUM QUALIFICATIONS:

1. MSW from an accredited college or university
2. Proper certification as a school social worker from NMPED and the Licensing and Regulation Bureau
3. Minimum of three (3) years of progressively responsible clinical social work experience, preferably in a school, behavioral health, youth services, or community mental health setting.
4. Experience providing clinical supervision, consultation, or mentoring is preferred.

OVERVIEW OF JOB DESCRIPTION: The School Social Worker provides comprehensive mental health, behavioral health, and social work services that promote students' academic achievement, social-emotional wellness, and overall success. This position functions as a Master Social Worker, independently providing clinical assessment, diagnosis (as permitted by licensure), treatment planning, counseling, crisis intervention, and case management services without clinical supervision. The School Social Worker also provides clinical consultation and supervision to lower-level social workers and social work interns, as permitted by New Mexico licensure requirements. The position collaborates with students, families, school personnel, and community partners to remove barriers to learning while fostering a safe, inclusive, and supportive school environment.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to Public Education Department and Local School Board Policy.
2. Provide independent clinical social work services, including assessment, treatment planning, counseling, crisis intervention, and case management in accordance with New Mexico licensure requirements.
3. Serve as the school's lead clinical social worker and provide clinical consultation and supervision to lower-level social workers and social work interns, as permitted by state licensure.
4. Manage a caseload of students, including students receiving special education services, by providing advocacy, direct services, care coordination, and documentation.
5. Conduct biopsychosocial assessments and develop individualized intervention and treatment plans.
6. Provide individual, group, and family therapy to address students' academic, behavioral, social, emotional, and mental health needs.
7. Respond to student crises by conducting risk assessments, developing safety plans, and coordinating appropriate interventions and referrals.
8. Serve as a mandated reporter by identifying and reporting suspected abuse, neglect, or exploitation in accordance with state law.
9. Coordinate referrals and collaborate with community agencies, behavioral health providers, medical professionals, and social service organizations.
10. Conduct home visits and family outreach to improve attendance, engagement, and student success.
11. Build positive relationships with students and families using asset-based, trauma-informed, culturally responsive, and positive youth development practices.
12. Lead student Success Project groups that promote social-emotional learning, developmental assets, resilience, leadership, and post-secondary readiness.
13. Support students' intellectual, social, emotional, behavioral, and career development throughout their high school experience.
14. Assist with onboarding new students and families throughout the school year and participate in orientation and family engagement activities.
15. Conduct family meetings, parent conferences, and intervention planning meetings as needed.

16. Collaborate with teachers, administrators, Success Coaches, counselors, and other student support staff to develop intervention strategies and remove barriers to learning.
17. Participate in multidisciplinary team meetings, student staffing, Individualized Education Program (IEP) meetings, Section 504 meetings, and behavior intervention planning.
18. Provide consultation to school staff regarding student mental health, behavioral concerns, trauma-informed practices, restorative practices, and crisis response.
19. Plan and deliver professional development for staff related to student mental health, family engagement, behavioral health, restorative practices, suicide prevention, mandated reporting, and other areas of expertise.
20. Support schoolwide implementation of restorative justice, positive youth development, and student accountability practices.
21. Assist in planning and implementing Student Support initiatives, Success Project programming, and schoolwide wellness events.
22. Support student recruitment, retention, attendance improvement, and school engagement initiatives.
23. Collect, analyze, and utilize student data related to attendance, retention, behavioral interventions, and student outcomes to guide services.
24. Assist with the administration and analysis of schoolwide surveys, including the Developmental Assets Profile Survey and other climate or wellness assessments.
25. Maintain accurate, confidential, and timely documentation, including clinical records, case notes, treatment plans, Medicaid documentation (if applicable), and special education records.
26. Ensure compliance with all applicable federal, state, and local laws, including FERPA, HIPAA (where applicable), IDEA, Section 504, New Mexico Public Education Department requirements, and school policies.
27. Participate in ongoing professional learning and maintain all required professional licenses, certifications, and continuing education.
28. Demonstrate leadership by contributing to a collaborative, student-centered school culture and mentoring members of the student support team.
29. Make student-centered decisions while maintaining the highest ethical standards of the social work profession.
30. Assists and supports recruitment as needed.
31. Perform other duties as assigned by the Student Support Director or school administration.

This position is expected to maintain an Advisory role. The following description and duties are not intended to be an exhaustive list of all duties and responsibilities.

OVERVIEW OF ADVISORY ROLE: The Advisory Instructor serves as a primary mentor, advocate, and relationship-builder for students, fostering a safe, supportive, and culturally responsive advisory environment that promotes academic success, social-emotional growth, and community connection. This role is responsible for implementing a structured advisory program grounded in restorative practices, trauma-informed care, and individualized student support. Advisors build meaningful relationships with students and families while creating consistent routines that encourage belonging, accountability, goal setting, and personal growth.

The Advisory Instructor monitors student progress through attendance tracking, Individualized Learning Plans (ILPs), academic and social-emotional check-ins, and proactive family communication. Working collaboratively with social workers, counselors, and support staff, the advisor ensures students receive the guidance and resources necessary to thrive both academically and personally. This position requires strong communication skills, consistency, empathy, organization, and a commitment to equity-centered and student-focused practices.

ADVISOR PERFORMANCE RESPONSIBILITIES:

- Build and maintain positive, authentic relationships with students and families.

- Facilitate daily advisory sessions focused on social-emotional learning, restorative practices, and community building.
- Implement monthly SEL curriculum themes and structured advisory activities.
- Conduct regular student check-ins related to academic progress, attendance, goals, and well-being.
- Maintain accurate documentation including attendance records, ILPs, family communication logs, and goal tracking systems.
- Monitor and support student progress toward graduation, internships, dual credit participation, and community-based learning experiences.
- Communicate proactively with families regarding student successes, concerns, and support needs.
- Collaborate with counselors, social workers, administrators, and support staff to address student needs and provide interventions.
- Create and maintain a welcoming, culturally responsive, and trauma-informed advisory environment.
- Participate in professional development, staff meetings, and ongoing training related to advisory practices and student support.

REPORTS TO: Director of Student Support

TERMS OF EMPLOYMENT: Work year will be in accord with current schedule for 191-day employees. Salary to be determined by individual training and experience level on current Certified Instructor/ Social Worker Salary Schedule.

EVALUATION: Performance of this position will be evaluated annually

PHYSICAL RATING LEVEL: This position will require the employee to function at a "medium" physical capacity as defined by Workman's Compensation statutes. "Medium" physical capacity indicates the ability to lift up to 50 pounds occasionally or up to 25 pounds frequently.

PHYSICAL REQUIREMENT DETAILS:

WORK ACTIONS:
Finger dexterity **F**
Sitting **F** Standing **F** Walking **F**

REPETITIVE MOTIONS:
Hand: right **F** left **F** both **F**
Foot: right **F** left **F** both **F**
Grasping: hand right **F** left **F**
Fine manipulation: right **F** left **F**

USE OF HEAD AND NECK:
Static **F** Flexing **F**
Rotating **F**

WORK POSITIONS:
Bending **F** Squatting **F** Crawling **R**
Climbing **R** Reaching **F** Vision **C**

ACTIVITIES:
Unprotected Heights **R** Driving automotive equipment **O**
Around machinery **O** Temperature extremes **O**
Noise and vibration **F** Hazards **R**
Dust, Fumes, Odors, Chemicals **R**

BALANCE AND COORDINATION: **C**

SIEMBRA CHARTER
HIGH SCHOOL

Definitions: R = rarely = 1% to 9% of an 8 hour day
O = occasionally = 10% to 33% of an 8 hour day
F = frequently = 34% to 66% of an 8 hour day
C = continuously = 67% to 100% of an 8 hour day

This job description outlines the general responsibilities of the position and is not intended to be a complete list of all duties. The position may include other duties as assigned, and responsibilities may be modified as program needs change.

Head Administrator's Approval — Date: 7/14/26

Employee Signature — Date