

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Title I Family Service Specialist

Supervisor: Director of Federal Programs

General Job Description: To improve the school performance of identified Title I students identified as having serious emotional, or behavioral disabilities through evaluation, and therapeutic interventions and serve as a liaison between the families of these Title I students and other community agencies.

Essential Duties and Responsibilities:

1. 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 multi-disciplinary team in identifying individual needs and appropriate services.
7. Provide direct or indirect service to identified Title I students as recommended by the Student Assistance Team. 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 Intervention Plan.
9. Serve as a member of the Student Assistance Team and student staffing when requested.
10. Participate in inservice training programs.
11. Complete required reports in a timely manner as requested.

Additional Duties and Responsibilities:

1. Provide crisis intervention services when necessary.
2. Maintain contact with community agencies that provide life essential services not available through CMS. 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 Title I program of Clovis Municipal School System.
4. Other tasks as may be deemed appropriate and necessary by the immediate supervisor.

Qualifications:

1. Master's degree preferred.
2. A valid license with the New Mexico State Department of Education 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 50 pounds), reaching, squatting, climbing stairs, 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 or visitors.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. Knowledgeable in psycho-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 nurses office. After hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.