

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE: School Social Worker

QUALIFICATIONS:

1. New Jersey certification as a School Social Worker.
2. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The School Social Worker is directly responsible to the Supervisor of Pupil Services and the building principal(s) and through them to the Director of Student Personnel Services.

JOB GOAL:

The School Social Worker provides an assessment of developmental, physical, emotional, family, school, cultural and community factors which facilitate or interfere with a child's adjustment in the home and school. The School Social Worker participates as a member of the Child Study Team in the evaluation, classifications and placement of all children with educational disabilities and maintains ongoing assessment of the program as it relates to the child's needs. In carrying out this function, the School Social Worker works cooperatively with parents/guardians.

TERMS OF EMPLOYMENT:

Ten month contract consistent agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, and Evaluation of Non-Tenured Teaching Staff Members.

PERFORMANCE RESPONSIBILITIES:

A. Responsibilities to the Student

1. Provides individual and group counseling relative to the student's personal adjustment and emotional health.
2. Analyzes the child's social relationships in the home through parent/guardian and child interviewing, through review of school records and contacts with other school personnel as well as collateral or community agency staff.

B. Responsibilities to the School

1. Works with classroom teachers and special education teachers in the solution of management problems of children with learning or adjustment disabilities.
2. Consults with school administration concerning management and personnel policies related to mental health.
3. Works cooperatively with other child study team personnel, teachers, counselors, speech therapists, nurses, physicians, supplemental teachers and staff to expedite referrals to other specialists and agencies when appropriate.

C. Responsibilities to the Department of Student Personnel Services

1. Participates in the preparation of Individualized Educational Programs and maintains current case records and reports.
2. Maintains an up-to-date knowledge of community agencies and resources.
3. Collaborates with social agency representatives with regard to defining and planning community needs.
4. Carries out other duties consistent with periodic changes in state and local regulations pertaining to pupils with educational disabilities.

D. Responsibilities to Parents/Guardians

1. Maintains an ongoing relationship with the student's family for the following purposes:
 - a. Sharing information regarding educational planning and programming for the student;
 - b. Assisting the family in utilizing appropriate community resources;
 - c. Providing counseling to family members;
 - d. Arranging parent education programs.

E. General Professional Responsibilities

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness and precision in both speaking and writing.
2. Participates in solving classroom and school problems and seeks resolutions through appropriate channels.
3. Cooperates in the total school program by:
 - a. Sharing responsibility for care of materials, equipment and facilities;
 - b. Sharing responsibility for students' behavior throughout the building;

- c. Working with colleagues to improve the effectiveness of the total school program;
 - d. Participating in school activities.
4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs.
5. Establishes and follows an individual program of professional renewal in such areas as:
- a. How children learn;
 - b. Current approaches to discipline;
 - c. Alternative instructional strategies;
 - d. Updated curriculum materials;
 - e. Current theory and practice in his/her field.

F. Other Duties and Responsibilities

1. Performs other duties and responsibilities incidental to the office or as assigned by the Supervisor of Pupil Services and/or the building principal(s).