

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

School Social Worker

**II. PRIMARY FUNCTION**

The School Social Worker, a member of the child study team, has responsibility to help students resolve such personal, emotional and social problems that interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them

**III. REPORTS TO**

Assistant Superintendent for Pupil-Special Services

**IV. QUALIFICATIONS**

- Master's Degree with specialization in Social Work
- Minimum of three (3) years' experience in education social work preferred
- Must hold NJ certificate as School Social Worker
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Participates in the evaluation, classification and placement of all pupil with special needs
- Assesses a student in terms of personal and family history, socio-economic and cultural differences
- Evaluates the configuration of factors within the home, community and school as related to a student's current and academic adjustment
- Interprets the implication of significant social findings as a member of the child study team and participates in educational planning for exceptional students
- Plans home visits or office visits with family members to assess past and present history and development that is relevant to the child's adjustment
- Maintains an ongoing relationship with families for the purpose of sharing information, assisting the family and providing counseling to family and student
- Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs
- Consults with administration and staff regarding social adjustment factors of students in school, at home and in the community
- Counsels groups of students and/or parents regarding social adjustment problems
- Assists in coordinating, developing, monitoring and evaluating the effectiveness of Individual education Plans
- Performs such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

September 1 to June 30 and in accordance with the provisions of the BOE/ETEA contract