



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	School Social Worker	REPORTS TO:	Director of Special Service and/or Assistant Director of Special Services
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QUALIFICATIONS:	To qualify for the position of school social worker, a candidate shall hold an appropriate certificate.
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GENERAL DESCRIPTION:

The school social worker is a member of the Child Study Team, which includes the school psychologist and learning disabilities teacher consultant. Team members, as a group, are responsible for evaluating students, determining those students eligible for special education, developing Individual Educational Programs (IEP's), and recommending appropriate programs.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- The school social worker shall:
1. Conducts a social history for the student by observing, collecting information, and conferring with the child's family.
 2. Acts as a Case Manager for an assigned number of classified students.
 3. Works with the family of the student to develop an understanding of the student's educational needs.
 4. Coordinates school and community agency services by making referrals, submitting applications and following up when services have been rendered.
 5. Re-evaluates and updates child study team cases as mandated by state law.
 6. Serves as a consultant to staff and administration concerning matter of mental health.
 7. Provides consultation for parents as needed.
 8. Counsels' students when necessary.
 9. Verifies residency of students when necessary.
 10. Performs such other duties as may be required by the Director of Special Services and/or Assistant Director of Special Services.

WORK YEAR: 10-month position.

DATE APPROVED:	February 19, 2013
BY:	Board of Education