

**CUMBERLAND REGIONAL HIGH SCHOOL
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

SCHOOL SOCIAL WORKER

QUALIFICATIONS:

An earned graduate degree in social work, with professional preparation and field service experience in child care and development; counseling and placement; school organization, curriculum and/or classroom teaching. The candidate should be eligible for state certification as a school social worker. Other alternatives to the above qualifications may be substituted as the Board finds appropriate and acceptable.

REPORTS TO:

Performance of this position will be evaluated by the Director of Child Study and Special Education Services.

JOB GOALS:

To help students resolve such personal, emotional and/or social problems as to interfere with their adjustment to school. The School Social Worker is a professional representative of the field of social work in the public schools, focusing on students' educational, developmental, academic, social or emotional growth and functioning.

PERFORMANCE RESPONSIBILITIES:

1. Serve as a professional staff member of the basic Child Study Team and performs functions as described in Chapter 46, Title 18A of the New Jersey Administrative Code, including but not limited to:
 - a. A thorough case study analysis and summary of the developmental/medical, family, school and community factors which contribute to a pupil's problem, or which serve as supportive resources.
 - b. Participate in psycho-social planning and determining eligibility for special education/services.

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- c. Assist with the implementation of administrative procedures for exceptional pupil program planning/evaluation and placement.
2. Consults and collaborates with other school personnel in gathering and giving information on a case (respecting confidentiality), and in establishing and planning for respective roles in the modification of the student's behavior (including short-term crisis, individual and group counseling).
3. Provides casework intervention in problem situations related to pupil's learning opportunities, academic achievement, social functioning; as member of pupil assistance committee.
4. Assists, initiates and conducts parent education groups.
5. Contributes to In-service Training Programs for teachers and other school personnel, and to the education of professional social work students.
6. Serve as liaison with outside agencies and provide information to parents in regard to community resources (such as Welfare, Medicaid, camps, etc.)
7. Serves as liaison between home and school when considerable follow-up is necessary, as in welfare cases or foster home children.
8. Collaborate in the identification of individual pupils and target pupil populations in need of social work services.
9. Prepare and maintain written records, respecting confidentiality, of significant home/school data.
10. Participates in interpretive parent/school conference as well as individual educational planning (I.E.P.).
11. Participates in timely, informative local, state and/or national level workshops, conferences or courses.
12. Assists administration in planning and implementing affective education programs.
13. Provides placement support as case manager to selected special education pupils.
14. Participates in relevant or appropriate psycho-social research studies.

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15. Serves on community committees as advocate of the handicapped child in the schools.
16. Assist and consult with school personnel as member of district crisis response team.
17. Keeps sufficient records of cases, contracts, consultations, counseling intervention for use by school staff members and outside agencies when appropriate.
18. Perform other tasks and assume duties that are appropriate as may be assigned by the Director, Superintendent of Schools or Board of Education.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and the provisions of the Board's policy on evaluation of certified staff by the Director, Child Study and Special Education Services.

First Reading
Second reading and Adoption