

JOB DESCRIPTION

____ PATERSON BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELOR
/MEDICAL PERSONNEL
3203 School Social Worker
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REVISED

JOB TITLE: SCHOOL SOCIAL WORKER

REPORTS TO: Coordinating Director of Special Services or designee

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of social work services to link the home and the school. Responsibilities include serving as a member of the Child Study Team, assessing the needs of students, providing appropriate social work services, monitoring student performance, consulting with the instructional staff to assist them in providing strategies for student social and personal growth, and coordinating services for and communications with a student's family and other social service resources.

QUALIFICATIONS:

The School Social Worker shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school social worker endorsement (N.J.A.C. 6:11-11.8) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Hold and maintain a valid driver's license with no serious violations.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Have experience in teaching and working with children and adolescents.
5. Demonstrate knowledge and understanding of child growth and development, community social service resources, and current social work issues.
6. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.

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8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations when social work services and teaching were performed.
4. Official college transcripts.
5. Employment interview.

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EMPLOYMENT TERMS:

The School Social Worker shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Social Worker shall:

1. Provide the training and the tools that will enable parents to understand and meet their child's social and emotional needs.
2. Provide social work services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of special services, in accordance with all applicable federal, State and local codes and regulations.
3. Complete a diagnostic social history on students referred to the Child Study Team for evaluation, assessing the status of the student's social and academic adjustment in terms of school performance, family and personal history, socio-economic and cultural influences, and community factors.
4. Prepare, with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student, monitor the Plan's implementation, and participate in the annual review.
5. Ensure that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations, and that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency (N.J.A.C. 6A:14-3.7 et seq.)

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6. Maintain an on-going relationship with families for the purposes of sharing information regarding the student's educational program, assisting the family in cooperatively improving the student's home and school adjustment, using mediation techniques to resolve disputes, providing home management counseling, and assisting the family in utilizing appropriate community and school resources.
7. Assume leadership and cooperative roles in identifying and working with students with social problems and conditions that may interfere with effective learning.
8. Work with and counsel students to enhance their personal and social growth and increase their responsibility for behavior and attitudes. Provide opportunities and resources for students to increase academic success, improve interpersonal relationships, learn problem-solving and decision-making skills, and resolve conflicts and crisis situations.
9. Consult with and assist instructional staff with program modifications and strategies to encourage and support student personal and social growth and responsible behavior.
10. Serve as the school liaison to all community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated social services to students and families.
11. Provide a follow-up program with the student, parents, school personnel, and community resources to support the progress of the student toward a satisfactory personal and school adjustment.
12. Attend juvenile court, probation and/or the Division of Youth and Family Services (DYFS) hearings, when requested, as a representative of the school.
13. Visit pupil homes when appropriate or upon request of the principal or supervisor.
14. Attend required staff meetings and serve, as appropriate, on staff committees.
15. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
16. Conduct or provide social services related staff development sessions for staff members and educational programs for parents.

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17. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.
18. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
19. Understand and communicate current developments in the social work field through reading of professional journals, participation in professional development, and involvement in professional organizations.
20. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
21. Recommend policies and procedures that promote a healthy and supportive school environment. Consult with the principal about social adjustment issues and factors.
22. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or supervisor and not otherwise prohibited by law or regulation.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Director of Whole School Reform and/or the Assistant Superintendent of Pupil Services or his/her assignee shall evaluate the School Social Worker in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Michael E. Alascoe
Approved

6/27/06
Date