Tenafly PUBLIC SCHOOLS

SCHOOL SOCIAL WORKER

Qualifications:

- Valid New Jersey School Social Worker Endorsement
- Minimum experience working with families and community health and social services agencies as determined by the Board
- Demonstrated knowledge of laws and regulations governing special education
- Effective problem-solving, human relations, and communication skills
- Required criminal history check and proof of U.S. citizenship or resident alien status

Primary Function:

In conjunction with the other Child Study Team members, the social worker shall assist with the development, coordination, and where appropriate, the implementation of individualized educational plans (IEP's) for all special needs students attending the various programs within the district. The social worker shall provide indirect, and where appropriate, direct services to students and teachers to ensure that the student is progressing in their educational program and is receiving the ancillary services that are required for the student to benefit from the educational program. The social worker shall, in coordination with the director of special services and other CST members, schedule meetings with parents, teachers, administrators, and/or outside agency representatives as necessary to best serve the needs of each child.

Direct Report:

Director of Special Education

Specific Duties and Responsibilities:

- Support the Board of Education's and administration's philosophy of education, special education, and instructional goals and objectives.
- Adhere to the Board's policy and National Association of Social Workers Standards related to professional comportment and confidentiality of client records and apply those standards to all communications, records, and personal interactions.
- Serves as one member of a child study team (CST), and participates in the evaluation, classification, and placement of all pupils 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 social and academic adjustment.
- Interprets the implications 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 interviews with family members as requested by the director of special services to assess past and present history and development, as well as family dynamics and interactions that are relevant to the child's adjustment.
- Maintains an ongoing relationship with families when requested by the director of special services for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
- Encourage students to develop attitudes of respect for the rights, feelings, opinions, and property of others and foster development and/or refinement of acceptable social skills.
- Initiates, facilitates, and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
- Meet with building level principals, counselors, and teachers on a regular basis to facilitate communication and to inform staff of students with special problems or needs and suggest appropriate

methods for staff to assist students in meeting those needs.
- Consults with administration and staff regarding social adjustment factors of students in schools, at home, and in the community.
- Counsels groups of students and/or parents regarding social adjustment problems, when requested and assigned.
- Serves as a case manager, when assigned, and maintains appropriate case records.
- Assists in upholding and enforcing department rules and procedures, administrative regulations, and board policy.
- Maintains professional competence through in-service education and participation in professional development activities.
- Assists in coordinating, developing, monitoring, and evaluating the effectiveness of individualized education plans.
- Observes pupils in classroom and/or playground, when appropriate and assigned.
- Interviews pupils when appropriate and assigned.
- Observes children in special education classes, when appropriate and assigned.
- Attends and participates in meetings as deemed necessary and consistent with the needs of the district, as requested by the director of special services.
- Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy, under the direction of the director of special services.
- Performs other related duties as assigned by the Director of Special Education.

Terms of Employment:
- Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:
- Annual evaluation in accordance with state law and regulations and Tenafly Board of Education policy.

Board Approved:
11/13/12

Revised: