

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **SCHOOL SOCIAL WORKER**

QUALIFICATIONS:

1. Valid New Jersey School Social Worker certificate.
2. Demonstrated knowledge of laws and regulations governing special education.
3. Effective problem-solving, human relations and communication skills.
4. Ability to effectively assess a student in terms of his/her developmental, personal and family history.
5. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Supervisor of Special Services

JOB GOALS:

1. To provide services in the referral process, implementation of instruction of classified students and social well-being of potentially classified and classified students.
2. To collaborate effectively with administration, staff, child study team members, guidance counselor, parents/guardians, and outside health professionals

PERFORMANCE RESPONSIBILITIES:

1. Participates in the evaluation, classification and possible placement of referred students.
2. Assesses a student in terms of developmental, personal and family history, socioeconomic and cultural differences.
3. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
4. Interprets the implications of significant social findings as a member of the Child Study Team, and participates in educational planning for students.
5. Plans home visits or office interviews with family members to assess past and present history and development, as well as family dynamics and interactions that are relevant to the student's adjustment.

PERFORMANCE RESPONSIBILITIES:

6. Maintains an ongoing relationship with families for the purpose of sharing information regarding educational planning and programming for the student, assisting the family in utilizing appropriate community resources, and counsel family members and/or pupils to facilitate social adjustment.
7. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
8. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
9. Provides group or individual student counseling in accordance with Individualized Educational Plan (IEP) or as needed.
10. Serves as a case manager as assigned and maintains appropriate case records.
11. Assists in upholding and enforcing department rules, administrative regulations, and board policy.
12. Maintains professional competence through in-service education and participation in professional development activities.
13. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
14. Observes students in classroom and/or playground, as appropriate ~~on an ongoing basis~~.
15. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
16. Performs all duties required as a member of the Child Study Team by administrative code, state and federal laws, and board policy in classifying students and in developing Individual Education Programs as well as consults with staff when modifying learning environment.
17. Participates in the Intervention and Referral Services process.

Job Description

School Social Worker

PERFORMANCE RESPONSIBILITIES:

18. Performs other duties within the scope of his/her employment/ ~~and~~ certification and expertise as may be assigned by the Superintendent or Supervisor of Special Services.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation being determined in accordance with the appropriate negotiated agreement.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

APPROVED: September 27, 2012

REVISED: December 8, 2016