

**TITLE: SCHOOL SOCIAL WORKER**

**QUALIFICATIONS:**

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

**REPORTS TO:** Supervisor of Special Services

**JOB GOAL:**

To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

**PERFORMANCE RESPONSIBILITIES:**

Observation, Evaluation and Assessment of Students

1. Participates in the evaluation, classification and placement of all students with special needs.
2. Assesses a student in terms of personal and family history, socio-economic 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 exceptional students.
5. Observes students in classroom and/or playground.
6. Interviews students as indicated.
7. Observes children in special education classes on an ongoing basis.
8. Works with instructional staff offering assistance in explaining and demonstrating techniques or modifications in classroom procedures to help each student develop appropriate learning and behavior.
9. Provides individual or group counseling to students who require supportive psychological help in order to maintain an appropriate level of academic functioning.
10. Re-evaluates and updates records of children already enrolled in special education programs or previously classified.
11. Monitors educational progress of children evaluated and assists in developing Child Study Team recommendations for further changes in a child's educational program.
12. Regular visitations to class placements of district special education students placed in programs out of the district.
13. Strives to maintain and improve professional competence and to keep abreast of latest professional practices/methods.
14. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.

# MENDHAM BOROUGH SCHOOL DISTRICT

SCHOOL SOCIAL WORKER (continued)

E-3

## Interaction with Students, Parents, School and Community

1. 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 child's adjustment.
2. 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 providing counseling to family members and/or students to facilitate social adjustment.
3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
4. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
5. Counsels groups of students and/or parents regarding social adjustment problems.
6. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
7. Assists in upholding and enforcing department rules, administrative regulations and board policy.
8. Maintains professional competence through in-service education and participation in professional development activities.
9. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
10. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
11. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
12. Assumes other related duties/assignments assigned by the superintendent or supervisor of special services.

### **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Mendham Borough Board of Education

Date: June 24, 2002

Revised: February 24, 2015

### **LEGAL REFERENCES:**

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u> for	Criminal history records; employee in regular contact with students; grounds disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement

# MENDHAM BOROUGH SCHOOL DISTRICT

## SCHOOL SOCIAL WORKER (continued)

E-3

<u>N.J.S.A18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A18A:26-1.1</u>	Residence requirements prohibited
<u>N.J.S.A18A:26-2</u>	Certificates required; exception
<u>N.J.S.A18A:27</u>	Employment and contracts
<u>N.J.S.A18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A18A:46</u>	Classes and facilities for handicapped children
See particularly: <u>N.J.S.A18A:46-5.1</u>	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly: <u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-13.5</u>	School social worker
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:14</u>	Special education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:32-4</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-4.4</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6A:32-4.5</u>	Evaluation of nontenured teaching staff members
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records