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**TITLE: SCHOOL SOCIAL WORKER**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement as required by current New Jersey statute.
2. Adequate 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:** Superintendent/Assistant Superintendent/District Supervisor of Special Education

**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 pupils 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 pupils in classroom and/or playground other pertinent school settings.
6. Interviews pupils as indicated.
7. Observes children in special education classes on an ongoing basis.

Interaction with Students, Parents, School and Community

1. Plans home visits or office interviews with family members when necessary 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 adjustments.
3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.

## **SCHOOL SOCIAL WORKER (Continued)**

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 within the scope of this job description and with consideration of other demands of their time.
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, assistant superintendent or his/her designee.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Regional Schools Board of Education

Date: March 18, 2014

Revision: