

JOB TITLE: School Social Worker

REPORTS TO: The Principal

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of social work services. Responsibilities include serving as a member of the PAC Committee, 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:26-2 *et. seq.* and 27-2, 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. Have integrity and demonstrate good moral character and initiative.
3. Have experience in teaching and working with children and adolescents.
4. Demonstrate knowledge and understanding of child growth and development, community social service resources, and current social work issues.
5. Demonstrate an understanding of current rules and regulations regarding counseling and working with students and parents.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well to students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
9. 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.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. 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. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Social Worker shall:

1. Provide social work services as a member of the Pupil Assistance Committee (PAC) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of services, in accordance with all applicable federal, state and local codes and regulations.
2. Complete a diagnostic social history on students referred for counseling, 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.
3. Maintain an on-going relationship with families for the purposes of sharing information regarding educational planning and programming for the student, assisting the family in cooperatively

improving the student's home and school adjustment, providing home management counseling, and assisting the family in utilizing appropriate community and school resources..

4. Assume leadership and cooperative roles in identifying and working with students with social problems and conditions that may interfere with effective learning.
5. Work with and counsel students to increase their understanding of self within the social context, thus encouraging personal and social growth and responsible behavior and attitudes.
6. Consult with and assist instructional staff with strategies to encourage and support student personal and social growth and responsible behavior.
7. Serve as the school liaison to 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.
8. Attend juvenile court, probation and/or the Division of Youth and Family Services (DYFS) hearings, when requested, as a representative of the school.
9. Visit pupil homes when appropriate or upon request of the principal.
10. Attend required staff meetings and serve, as appropriate, on staff committees.
11. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
12. Conduct or provide social services related staff development sessions for staff members and educational programs for parents.
13. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.
14. Advise immediately appropriate school 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.
15. Understand and communicate current developments in the social work field through reading of professional journals, participation in professional development, and involvement in professional organizations.
16. Recommend policies and procedures that promote a healthy and supportive school environment. Consult with the principal about social adjustment issues and factors.
17. Operate electronic and other equipment needed to carry out job functions and responsibilities.
18. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Assist with extra curricular activities when possible, supporting the total program of the school. Attend student events when possible, to demonstrate genuine interest in the life of the students.
21. Perform any duties that are within the scope of employment and certifications, as assigned by Principal and not otherwise prohibited by law or regulation.
22. 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.

EVALUATION CRITERIA:

The holder of the position of School Social Worker shall be evaluated by the Principal, in accordance with Policy No. 3221, Regulation No. 3221, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Revised: 27 April 2004

Revised: July 25, 2023