

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



SCHOOL SOCIAL WORKER
Position

REPORTS TO: SCHOOL PRINCIPAL

RESPONSIBILITIES:

The school social worker is responsible for helping students resolve personal, emotional and social problems if they interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.

DUTIES:

- 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 and participates in educational planning for exceptional 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 child's adjustment
- 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 providing counseling to family members and/or students 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 problems
- 9) Counsels groups of students and/or parents regarding social adjustment problems
- 10) Serves as a case manager as assigned and maintains appropriate records

- 11) Assists in upholding and enforcing department rules, administrative regulations and board policy
- 12) Maintain 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 and interviews students when appropriate
- 15) Attends and participates in meetings as deemed necessary and consistent with the needs of the district
- 16) To provide or arrange for alcohol and drug assessments and evaluations and effectuates appropriate referrals, when necessary
- 17) Refers students and their family members to appropriate facilities, agencies and private practitioners, when necessary
- 18) Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary
- 19) Performs other related duties as assigned by the principal or designee

HUMAN RELATIONS:

1) *With Students*

- a) Demonstrates warmth and friendliness
- b) Demonstrates appreciation and respect for the rights and opinions of all students
- c) Displays sensitivity to students by listening to them and responding effectively to their feelings and needs
- d) Develops in each student a sense of personal growth and a positive self-esteem
- e) Demonstrates patience, empathy, and understanding
- f) Promotes good interpersonal relationships
- g) Creates a supportive environment
- h) Is a positive role model for students in speech, appearance, behavior, and attitude
- i) Demonstrates awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs

- j) Displays evidence of understanding each student's social, emotional, physical and intellectual growth and development

2) With Parent/Guardians

- a) Participates in conferences with parents/guardians, if necessary
- b) Interprets district's educational goals and objectives to help parents/guardians understand them
- c) Contacts parents/guardians by telephone or email, when necessary
- d) Listens and responds to the concerns of parents/guardians
- e) Interprets IEP to parents/guardians

3) With Staff

- a) Works cooperatively and enthusiastically with other staff and the administration in achieving the district's educational goals
- b) Exhibits professional and ethical attitudes and behaviors toward colleagues

SCHOOL-WIDE EFFECTIVENESS:

- 1) Implements required school regulations and administrative requests
- 2) Accepts responsibilities for the provision of a safe environment
- 3) Contributes to the development and maintenance of faculty and student morale
- 4) Establishes and maintains parent/guardian and community confidence in the school's programs and efforts
- 5) Participates in the assessment and development of curriculum
- 6) Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school-related activities
- 7) Demonstrates good attendance and punctuality

PROFESSIONAL GROWTH:

- 1) Works with colleagues to evaluate and ensure program effectiveness
- 2) Seeks assistance when necessary
- 3) Accepts and uses constructive suggestions

- 4) Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops and lectures, reading current material, and participating in professional organizations
- 5) Develops ways of applying recently acquired professional knowledge and skills
- 6) Sets appropriate professional growth goals and objectives
- 7) Keeps informed of recent developments in his/her area of expertise

QUALIFICATIONS

- 1) Master's Degree
- 2) Valid New Jersey Educational Services Certificate with School Social Worker endorsement
- 3) Demonstrated knowledge of laws and regulations governing special education
- 4) Effective problem-solving, human relations and communication skills
- 5) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
- 6) Required criminal history background check and proof of U.S. citizenship or legal resident alien status

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via
[Applitrack](https://www.applitrack.com/eosd/onlineapp/) at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT

Ten-month work year

SALARY RANGE

Negotiated Bargaining Agreement between the EOBOE and the EOEAE

Approved by the East Orange Board of Education: September 15, 2020

Revised 8/12/2020