

**Hillsborough Township School District  
JOB DESCRIPTION**

**Title:** School Social Worker

**Qualifications:** Holds or is eligible for a New Jersey Educational Services certificate with school social worker endorsement.

**Primary Function:** The school social worker functions as a member of the child study team to enhance the mental health and educational well-being of the student by dealing with home, school and community conditions which interfere with a student's learning.

**Report Level:** Child Study Team Coordinator  
Director of Special Services

**Major Duties and Responsibilities:**

1. Assesses a student's status in terms of personal and family history, socio-economic and cultural influences.
2. Assesses the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
3. Participates actively in educational and social planning for exceptional students in formulation of child study team classification and student's IEPs.
4. Assists in implementation and follow up of child study team recommendations for individual students in cooperation with the classroom teacher, building principal and parent.
5. Maintains an as-needed relationship with families for purpose of:
  - a. sharing information regarding educational planning and programming for the student
  - b. providing appropriate understanding and emotional support of families relative to recommendations of the child study team
  - c. assisting the family in utilizing appropriate community resources
6. Initiates, facilitates and maintains liaison with community agencies, out-of-district private and public schools and other resources to meet special needs.
7. Consults with administration and staff regarding school, home and community needs.
8. Maintains an awareness of current trends and societal changes and appropriately applies this information in a way that best serves the needs of pupils brought to the attention of the child study team.
9. Provides consultation and assistance in developing state and/or federally related educational projects.

10. Maintains appropriate case records and adheres to adopted operating procedures of the Hillsborough child study team relative to effective child study team functioning.

11. Maintains professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities.

TERMS OF EMPLOYMENT: In accordance with negotiated agreement.

EVALUATION: In accordance with the Board of Education policy.