

## **PROFESSIONAL STAFF POSITION**

- TITLE:** Social Worker- Child Study Team
- QUALIFICATIONS:**
1. Masters of Social Work
  2. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
  3. Ability to communicate effectively with students, parents, and school personnel.
  4. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
  5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- APPOINTMENT:** Board appoints upon recommendation of the Superintendent  
Board sets initial salary  
Work year – 12 months
- REPORTS TO:** Special Education Director
- FUNCTION:** A School Social Worker is a mandated member of a basic Child Study Team in accordance with IDEA and N.J.A.C. 6:28. As a team member, the Social Worker shares responsibility for assessment of referred students, determination of eligibility for special education, and case management of assigned classified students.
- DUTIES:**
1. The School Social worker completes social assessments for initial and re-evaluation of students' needs for special education, utilizing appropriate, valid and reliable diagnostic instruments as well as functional measures.
  2. The School Social Worker serves as a member of the child study team in making determinations of eligibility, development of Individual Education Programs (IEP's), effecting and monitoring special education placement for classified students.
  3. Serves as case manager for assigned students, ensuring procedural safeguards, mandated time lines, scheduling and conducting appropriate meetings to facilitate the effectiveness of students' programs and placements. Take appropriate steps to ensure students are placed and receive services according to their IEP's.
  4. Maintains familiarity with a continuum of special education and related service programs and placements for district students.

5. May serve as a member of a district Intervention and Referral Services (I&RS) to assist staff who have difficulties in addressing students' learning, behavior or health needs.
6. Attends required staff and departmental meetings and may serve on department and district committees.
7. May provide counseling as a related service to students whose IEP's delineate this service. Services as a consultant to students, parents, teachers, administrators or Intervention and Referral Services regarding student social/emotional adjustments and the development of appropriate behavioral management plans for students.
8. Observes all administrative rules, regulations, directives, Board policies, and State and Federal laws governing special education.
9. Takes responsibility for maintaining professional skills through current professional literature and opportunities for professional development offered by the district or other agencies.

The list of duties above does not constitute an exclusive listing of functions but merely sets forth by way of guidance some of the duties of the position.