



WESTFIELD PUBLIC SCHOOLS

Westfield, New Jersey

Social Worker

Qualifications:

Master's degree in social work (MSW) from a program accredited by the Council on Social Work Education (CSWE)

NJDOE State Certification as School Social Worker

New Jersey State licensure as a Licensed Social Worker (LSW) or Licensed Clinical Social Worker (LCSW)

Experience working with children, adolescents, and families in educational or community settings

Strong communication and interpersonal skills to collaborate with students, families, educators and other professionals

Successful criminal history/background check, proof of authorization to work in the U.S., and NJ residency or waiver within one year of employment is required

Reports to:

Assistant Superintendent of Pupil Personnel Services and Supervisor(s) of Student Support Services

Performance Responsibilities:

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 (CST), and participates in educational planning for exceptional students
5. Participates on a CST in determining eligibility of classification and planning of education programs for students
6. Plans special placement or treatment programs within area of responsibility
7. Evaluates chronic absences and offers counseling and remediation, upon referral
8. Acts as a coordinator between the school and other agencies and individuals in the community offering services on behalf of the students and/or family, including child guidance clinics, protective services, doctors, and refers individuals to community agencies to secure recommended services for the pupil or family
9. Becomes involved in community activities and contributes to policy and curriculum changes through reporting on community attitudes and trends to school and district administration
10. Counsels students whose behavior or school progress indicates need for individual guidance
11. Initiates, facilitates, and maintains liaison with community agencies and other resources to meet special needs
12. 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

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community resources; and providing counseling to family members and or/students to facilitate social adjustment

13. Consults with administration and staff regarding social adjustment factors of students in schools, at home, and in the community
14. Consults with parents, encouraging them to become more involved with school personnel and programs to facilitate more favorable conditions for the student regarding school work, behavior, attendance, and interests of the student
15. Serves as a case manager for students with special needs as assigned
16. Provides preventative and support services to non-classified students when appropriate
17. Maintains communication with appropriate persons and conducts follow-up procedures with school and home to ascertain resolution of problems
18. Attends and participates in meetings as deemed necessary and consistent with the need of the school(s) and district
19. Maintains professional competence through inservice education and participation in professional development activities
20. Provides inservice training for instructional staff and other school personnel
21. Performs other tasks related to the efficient operation of the office as assigned

Terms of Employment:

10.5 month position

Salary and work year in accordance with the provisions of the WEA agreement

Evaluation:

Performance of this job will be evaluated in accordance with provisions of Board evaluation policies.

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