



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SCHOOL SOCIAL WORKER

## QUALIFICATIONS:

1. Holds valid New Jersey Educational Services Certificate and School Social Worker Endorsement.
2. Possesses a minimum of three years' successful experience in working with families and community health and social services agencies.
3. Demonstrates effective skills in problem solving, communications, organization, planning, record keeping and human relations.
4. Demonstrates ability to work effectively with students, staff, parents, administrators and others.
5. Possesses knowledge of laws and regulations governing special education in New Jersey.
6. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To serve as a member of the Child Study Team, assess the needs of children and support the district's instructional program by assisting students in their personal, social and educational growth consistent with the goals set forth by the Board of Education and within the resources provided by it.

## PERFORMANCE RESPONSIBILITIES:

1. Child Study Team
  - a. Serves as a member of the basic Child Study Team, complying with state and federal statutes; participates in the evaluation, identification, classification and placement of all pupils requiring Special Education.
  - b. Performs a social assessment of students referred to the Child Study Team for evaluation, including observation of the student, and an

evaluation of family, school and community factors which contribute to the student's social and academic adjustment within the educational setting. Assessment of a student will be in terms of a personal and family history, and socioeconomic, and cultural factors.

- c. Reports social work findings at regularly scheduled Child Study Team meetings.
  - d. Actively participates in the deliberations of the Child Study Team and jointly identifies educationally disabled students and assists in planning the IEP when appropriate.
  - e. Maintains liaison with parents of classified students for the purposes of sharing information regarding educational planning and programming, aiding families in utilizing community resources, and counseling families and/or students to facilitate school adjustment.
  - f. As Case Manager, assists in coordinating, developing, monitoring and evaluating the effectiveness of the Individual Education Program of designated students.
  - g. Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedures of the Holmdel Township Department of Special Services.
  - h. Provides thorough and timely reports, data, information, etc. as requested by the Director of Special Services and administration.
2. Casework
- a. Provides casework services to families in helping them to work toward solutions for school-related problems.
  - b. Counsels parents and students in order to help them achieve a desirable social and school adjustment and coordinates counseling activities with other appropriate school personnel.
  - c. Refers parents and students to relevant community services or agencies when problems are of such a nature that the school cannot offer appropriate help.
3. Professional Development
- a. Keeps updated on assessment techniques, community changes and statutory requirements of IDEA and N.J.A.C. 6:28.

- b. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

4. School/Community Relations

- a. Provides environmental information about students to appropriate school personnel when the need for such information is evident in order to assist the student to make an appropriate school adjustment.
- b. Consults with school personnel regarding social adjustment factors of students in school, at home and in the community.
- c. Interprets, when appropriate, the school's program and services to parents and the community.
- d. Maintains an ongoing liaison with community agencies and other resources to meet special needs; refers parents and child to agencies when appropriate.
- e. Attends meetings of the Pupil Assistance Committee and other groups as assigned by the Director of Special Services.
- f. Attends two evening programs (i.e., Back-to-School Nights, SNAPP).
- g. Provides support as needed to students, staff and administration during a crisis.
- h. Serves as a member of the mental health services team.

5. Other Assigned Duties

Performs all other tasks and assumes such other duties as designated by the Director of Special Services, Building Principal or Superintendent.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the Board in accordance with the agreement between the Holmdel Township Board of Education and the Holmdel Township Child Study Team Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with state law, the provisions of the Board's Policy on Evaluation of Professional Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Child Study Team Association.

**SOURCE:** Regular Board Meeting

**DATE:** September 1979

**REVISED:** March 13, 1996