



## SOCIAL WORKER

### Qualifications:

1. New Jersey Certification for School Social Worker
2. Master's Degree from an accredited institution
3. Minimum of three years of social worker experience
4. Such other alternative to the above qualifications that the Board may find appropriate and acceptable

**Reports To:** Child Study Team Supervisor

**Job Goal:** The social assessment of students referred to the Child Study Team including evaluation of the pupil's adaptive social functioning and social development and the social and cultural factors of the family which may influence the pupil's learning and behavior in the educational setting. The facilitation of communication with the pupil and his or her home, school, and community.

### Duties and Responsibilities:

- A. Serve as a member of the Child Study Team
1. Aid in determining the status of referred cases
  2. Contact parents and arrange social evaluations
  3. Communicate to the family the functions and objectives of the Child Study Team
  4. Complete a comprehensive social history which will include:
    - a. observation and interview with the student
    - b. interview with the parents to assess past and present history and development as well as family dynamics and interactions relevant to the student's adjustment
    - c. Interview with the teacher regarding student's academic and/or social success
  5. Prepare a written report of the social assessment in a timely manner
  6. Interpret written report with parents to explain the nature of the findings
  7. Participate in Child Study Team meetings for the purpose of identifying, classifying, and planning outcomes of the student's referral
  8. Serve as a case manager whose responsibilities include:
    - a. coordination of the development and completion of the Individualized Education Program (IEP)
    - b. monitoring of program effectiveness through regular collaboration with regular education teachers and/or teachers of the handicapped and contact with the parents
    - c. coordination of revisions of the IEP as needed
    - d. Coordination of the Annual Review meetings and completion of the IEP
  9. When appropriate participates in the reevaluation of students receiving special education services
  10. Collaborate with team members in the resolution of problems as they arise in students receiving special education services
  11. Maintain appropriate case records
  12. Provide counseling, as determined by the Child Study Team, for special education students and regular education students when appropriate

- B. Serve as a resource to school personnel
  1. Consult with administration and teachers regarding social adjustment factors of students in school, at home, and in the community.
  2. Share with teachers and administration all data which make for a better understanding of the student within the limits of confidentiality.
  3. Assist in establishing a positive relationship between the child, family, and school personnel.
  4. Aid teachers in being aware of resources available which may have a direct impact upon family functioning.
  5. Plan for and provide teacher in-service programs.
  6. Participate on the Pupil Assistance Committee (PAC) as appropriate.
  
- C. Serve as a resource to parents
  1. Help to identify and inform parents of problem areas within the family directly involving student's adjustment in school and aid in remediation of problem areas.
  2. Advise parents of community agencies which offer them help with their problems.
  3. Schedule appointments for further outside evaluations with medical specialists as determined at the evaluation plan meeting.
  4. Assist families with referrals to other community agencies and institutions such as rehabilitation, welfare, counseling, etc.
  5. Plan for and provide parent in-service programs when appropriate.
  
- D. Attend conferences, workshops, and conventions
  1. Attend appropriate professional meetings to keep abreast of new methods and techniques as approved by the Superintendent.
  2. Learn about new community and educational programs and resources for students with special needs.
  
- E. Perform all duties required as a member of the Child Study Team by administrative code, state and federal laws, and Board policy.
  
- F. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** 10-Month Position (September 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted: October 16, 2000**  
**Amended: August 13, 2001**  
**Amended: October 16, 2018**

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