

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SOCIAL WORKER

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement.
2. Experience working with families and community health and social services agencies preferred.
3. Demonstrated knowledge of laws and regulations governing special education.
4. Effective problem-solving, human relations and communication skills.

REPORTS TO:

JOB GOAL

To provide school social work services to and on behalf of students three to twenty one so that social/emotional and adaptive development can be enhanced.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Provides social work counseling to students and parents; provides psychosocial assessment and diagnosis of behavioral disabilities with recommendations and/or environmental manipulations at the school, home and/or in the community with periodic reevaluations.
2. Participates in case conferences involving cooperation with other school personnel and community agencies.
3. Makes referrals to public or private agencies with appropriate follow-up.
4. Serves as a liaison between school, family and community resources; serves as a source of information regarding community resources.
5. Maintains appropriate school records and provides written reports and communications.
6. Participation as a resource person in in-service training and planning.
7. Participates, as requested, in planning, implementation and follow-up phases of proficiency testing.
8. Participates in the Individual Education Plan (IEP) process.
9. Performs services with students to correct these personal, social or emotional issues related to their educational progress.

PERFORMANCE RESPONSIBILITIES (continued):

10. Assists parents to increase their understanding and participation in resolving their child's problems and their knowledge and use of appropriate available resources.
11. Conducts in-service training for parents and students.
12. Performs other duties as assigned, including the logons of the Special Education Medicaid Initiative (SEMI) services, now required by federal law and the NJDOE.
13. Consults and collaborates with other school personnel in gathering and giving information on a case and in establishing and planning for the student.
14. Participates in the case study evaluation process by obtaining and/or reviewing information relative to social history, adaptive behavior and cultural background.
15. Consults and collaborates with appropriate school personnel regarding the referral of students for prevention and intervention strategies as well as for the referral of students to school district, and various out-of-school agencies as necessary.
16. Facilitates the accurate maintenance of school records for use by school staff members, outside agencies and parents as required by state and federal law.
17. Communicates effectively, verbally and in writing with members of the IEP team, building administration and staff, and other appropriate administrative staff.
18. Organizes time, energy and workload in order to meet responsibilities and complete assignments with due consideration for the priorities among the various responsibilities.
19. Maintains a clear sense of overall goals, objectives and tasks of a school social worker and successfully interprets these to school personnel to maintain primary professional activities and competencies.
20. Prepares timely written social histories, including child interviews and observations.
21. Participates in team meetings and IEP conferences including pre-referral interventions, placements, IEP's and annual revises and reevaluations.
22. Strives to improve professional expertise in area of specialization.
23. Helps identify and assess social and emotional difficulties of children that interfere with their attendance, adjustment and achievement in school.
24. Takes all necessary and reasonable precautions to protect student's confidentiality while meeting accepted standards of professional behavior.
25. Observes and follows all Trenton Board of Education policies and procedures.
26. Exhibits professionalism and commitment through punctuality and attendance.
27. Functions as a liaison with school, community, family and student when indicated, to link school and community services.
28. Establishes and maintains open, positive lines of communication with students and their parents concerning both academics and behavior.
29. Assists the administration in upholding and enforcing school rules and policies.
30. Provide for a safe and secure workplace.
31. Follow attendance, punctuality and proper dress rules.
32. Participate in workshops and training sessions as required.
33. Keep supervisor informed of potential problems or unusual events.
34. Respond to inquiries or concerns in a timely manner.
35. Follow all School Board policies, rules and regulations.

PERFORMANCE RESPONSIBILITIES (continued):

36. Exhibit interpersonal skills to work as an effective team member.

37. Performs other duties and related responsibilities as directed by the immediate supervisor.

TERM OF EMPLOYMENT:

Ten and a half (10 ½) month position

BARGAINING UNIT:

TEA

SALARY:

In accordance with TEA contract.

STATUS:

Hourly _____

Salaried _____

Exempt _____

Non-Exempt _____

EVALUATION:

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of instructional personnel.

BOARD APPROVAL: _____

Board Approved
October 26, 2015