

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT JOB DESCRIPTION MANUAL

INSTRUCTIONAL STAFF

SCHOOL SOCIAL WORKER

GENERAL RESPONSIBILITIES: 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.

QUALIFICATIONS:

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 state and federal laws and regulations governing special education. 6. Successfully completes required criminal history background check and proof of U.S. citizenship or legal resident alien status. 7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Supervisor of Special Services

RESPONSIBILITIES:

Child Study Team

- a. Serves as a member of the basic Child Study Team and performs all duties required as a member of the Child Study Team by administrative code, state and federal laws and Board policy; 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.
- 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 assigned students, and maintains appropriate case records.
- 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 Oceanport Department of Special Services.
- h. Provides thorough and timely reports, data, information, etc. as requested by the Supervisor of Special Services and administration.

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.

Professional Development

- a. Keeps updated on assessment techniques, community changes, and state and federal statutory and regulatory requirements concerning students with disabilities.
- b. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

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 Supervisor of Special Services.
- f. Attends six (6) evening programs (i.e., Back-to-School Nights, SEPAG, etc.)
- g. Provides support as needed to students, staff and administration during a crisis
- h. Serves as a member of the mental health services team.

Other Assigned Duties

Performs all other duties as may be assigned by the Supervisor of Special Services, Building Principal or Superintendent.

TERMS OF EMPLOYMENT: Ten-month year. Salary established in the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

ANNUAL EVALUATION: Performance of the position will be evaluated in accordance with state law, NJDOE regulations, and the provisions of the Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

APPROVED BY THE RFH BOARD OF EDUCATION: March 28, 2022