

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **SOCIAL WORKER**

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. A Master's Degree from an accredited college or university
3. Demonstrated knowledge of Special Education laws and regulations
4. Experience working with families, community health and social services agencies
5. Effective problem-solving, human relations and communication skills
6. Required criminal history background check and proof of US citizenship or legal resident alien status

REPORTS TO: Director of Special Education

POSITION GOAL:

Work on multidisciplinary Child Study Team to identify at-risk students for participation in special education programs.

ESSENTIAL JOB FUNCTIONS:

1. Participates in the evaluation, classification and placement of at-risk students.
2. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
3. Evaluates factors within the home, community and school as related to a student's current social and academic adjustment.
4. Participates in developing and monitoring the effectiveness of individualized education plans.
5. Conduct office interviews with family members to assess past and present student history and development.
6. Maintain an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming.

7. Facilitates and maintains liaison with community agency resources.
8. Refers parents and children to agencies when appropriate.
9. Consults with administration and staff regarding social factors of students in schools.
10. Counsels groups of students and/or parents regarding social adjustment problems.
11. Serves as a case manager as assigned and maintains appropriate case records.
12. Assist in upholding and enforcing department rules, administrative regulations and board policy.
13. Conducts observations and interviews.
14. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
15. Attend and participates in meetings as deemed necessary.
16. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
17. Assumes other related duties/assignments assigned by the Director of Special Education or his/her designee.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17