

# **ABSECON PUBLIC SCHOOLS**

## Job Description

**TITLE: SCHOOL SOCIAL WORKER**

### **QUALIFICATIONS:**

1. Valid New Jersey Educational Services certificate of eligibility and school social work endorsement
2. Minimum of three (3) years experience working with families and community health and social services agencies
3. Experience working with the Preschool Expansion Aide (PEA) and all duties and responsibilities related to it.
4. Knowledge of laws and regulations governing special education and case management responsibilities associated with each
5. Strong interpersonal, communication and effective problem solving skills.
6. Required criminal history background check and proof of United States citizenship or legal resident alien status

### **REPORTS TO:**

- ✓ Director of Special Services/Curriculum and Principal

### **JOB GOAL:**

- ✓ To provide knowledge of, and access to, resources available for families that support growth and development in students. Provide direct support to students, families and personnel in establishing positive social, emotional, and behavioral practices. Serve as special education case manager for designated students and facilitate effective programming and support as governed by state and federal regulations.

### **PERFORMANCE RESPONSIBILITIES:**

1. Participates in the evaluation, classification and placement of students with special needs.
2. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
3. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
4. Interprets the implications of significant social findings as a member of the Child Study Team and participates in educational planning for exceptional students.
5. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
6. Provides parent/family workshops on topics that will assist families with young children such as child development, nutrition, safety and how to support their child's learning.
7. Coordinate the Early Childhood Advisory Council and plan with administration quarterly meetings.
8. Works closely with the early childhood teaching staff to assure student success both in and out of school.
9. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student;

## **ABSECON PUBLIC SCHOOLS**

assisting the family in utilizing appropriate community resources; and providing counseling to students to facilitate social adjustment.

10. Initiates, facilitates and maintains liaison with community agencies and other resources to meet student needs. Refers parents and child to agencies when appropriate.
11. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
12. Counsels groups of students and/or parents to promote positive social, emotional, and behavioral development.
13. Serves as a case manager as assigned and maintains appropriate case records.
14. Assists in upholding and enforcing department rules, administrative regulations and board policy.
15. Maintains professional competence through in-service education and participation in professional development activities.
16. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
17. Observes students in the classroom and/or playground as a means of assessing need or improving educational practices.
18. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
19. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
20. Assumes other related duties/assignments assigned by the Superintendent or Director of Special Services.

### **TERMS OF EMPLOYMENT:**

- ✓ Ten (10) month work year.
- ✓ Salary as negotiated through the Absecon Education Association.

### **EVALUATION:**

- ✓ Performance of this job will be evaluated annually in accordance with Board policy.