

**PLEASANTVILLE PUBLIC SCHOOLS
PLEASANTVILLE, NEW JERSEY
JOB DESCRIPTION**

Special Services

TITLE: SCHOOL SOCIAL WORKER

QUALIFICATIONS:

1. Hold a New Jersey Educational Services Certificate with a School Social Worker Endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, evaluations and counseling services.
3. Minimum experience working with families and community health and social services agencies as determined by the board.
4. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Strong interpersonal and communication skills.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
7. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
8. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Director of Special Services

JOB GOAL:

Provide a full range of social work services to link the home and the school. Responsibilities include serving as a member of the Child Study Team, assessing the needs of students, providing appropriate social work services, monitoring student performance, consulting with the instructional staff to assist them in providing strategies for student social and personal growth, and coordinating services for and communications with a student's family and other social service resources.

PERFORMANCE RESPONSIBILITIES:

Observation, Evaluation and Assessment of Students

1. Participates in the evaluation, classification and placement of all pupils 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

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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. Observes pupils in classroom and/or playground.
6. Interviews pupils as indicated.
7. Observes children in special education classes on an ongoing basis.

Interaction with Students, Parents, School and Community

8. 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.
9. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
10. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special 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 regarding social adjustment problems.
13. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
14. Assists in upholding and enforcing department rules, administrative regulations and board policy.
15. Maintains professional competence through inservice education and participation in professional development activities.
16. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
17. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.

Other

18. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
19. Assumes other related duties/assignments assigned by the superintendent or special services director.
20. Assists in the development and delivery of in service programs and parent seminars.
21. Keeps the staff and community informed of the schools' counseling services.
22. Maintains professional competence through continuing education and other professional growth activities.
23. Observes pupils in classrooms and other school settings.
24. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.
25. Cooperates with personnel of community health and social welfare agencies.
26. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
27. Performs other related duties as may be assigned by the superintendent or special services director.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.

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3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the PEA Contract.

ANNUAL 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

Approved by: Pleasantville BOE

Date:

Revised:

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:6-7.1

N.J.S.A. 18A:6-10

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.S.A. 18A:26-1

N.J.S.A. 18A:26-1.1

N.J.S.A. 18A:26-2

N.J.S.A. 18A:27

N.J.S.A. 18A:28-3

N.J.S.A. 18A:28-5

N.J.S.A. 18A:28-8

N.J.S.A. 18A:40A

Law Against Discrimination

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

Dismissal and reduction in compensation of persons under tenure in public school system

Officers and employees

Physical examinations; requirement

Citizenship of teachers, etc.

Residence requirements prohibited

Certificates required; exception

Employment and contracts

No tenure for noncitizens

Tenure of teaching staff members

Notice of intention to resign required

Substance abuse

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<u>N.J.S.A.</u> 18A:46	Classes and facilities for handicapped children
See particularly: <u>N.J.S.A.</u> 18A:46-5.1 programs <u>N.J.S.A.</u> 18A:46-11 <u>N.J.A.C.</u> 6A:7 <u>N.J.A.C.</u> 6A:9	Basic child study team services; provision by boards of education and state operated Psychological and other examinations Managing equality and equity in education Professional licensure and standards
See particularly: <u>N.J.A.C.</u> 6A:9-3.3 <u>N.J.A.C.</u> 6A:9B	Professional standards for teachers State board of examiners and certification
See particularly: <u>N.J.A.C.</u> 6A:9B-5 <u>N.J.A.C.</u> 6A:9B-9 <u>N.J.A.C.</u> 6A:9B-12.9 <u>N.J.A.C.</u> 6A:9C-3 <u>N.J.A.C.</u> 6A:10	General certification policies Requirements for educational services certificate School psychologist Required professional development for teachers and school leaders Educator effectiveness
See particularly: <u>N.J.A.C.</u> 6A:10-2.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:10-4.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:10-6.1 <u>et seq.</u>	Evaluation of teaching staff members Components of teacher evaluation Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C.</u> 6A:14 <u>N.J.A.C.</u> 6A:16 <u>N.J.A.C.</u> 6A:32-4 <u>N.J.A.C.</u> 6A:32-5.1 <u>N.J.A.C.</u> 6A:32-6 <u>N.J.A.C.</u> 6A:32-7 <u>N.J.A.C.</u> 6A:32-8	Special education Programs to support student development Employment of teaching staff Standards for determining seniority School employee physical examinations Student records Attendance and pupil accounting
<u>Immigration Reform and Control Act of 1986</u> , 8 <u>U.S.C.A.</u> 1100 <u>et seq.</u>	
<u>Individuals With Disabilities Education Act</u> (IDEA), 20 <u>U.S.C.</u> 1400 <u>et seq.</u>	
<u>No Child Left Behind Act of 2001</u> , P. L. 107-110, 20 <u>U.S.C.A.</u> 6301 <u>et seq.</u>	
<u>Agostini v. Felton</u> , 65 <u>U.S.L.W.</u> 4524 (1997), overruling <u>Aguilar v. Felton</u> , 473 <u>U.S.</u> 402 (1985)	
<u>Honig v. Doe</u> , 484 <u>U.S.</u> 305 (1988)	
<u>Oberti v. Board of Education of Clementon School District</u> , 995 F.2d 1204, 1216-17 (3d Cir. 1993)	