

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**SCHOOL SOCIAL WORKER**

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** School Social Worker

**REPORTS TO:** Director of Special Services

**NATURE AND SCOPE OF JOB:**

The school social worker serves as a member of the basic Child Study Team. The School Social Worker utilizes the particular knowledge and skills of the social work discipline to assist in the total process of studying, diagnosing, and recommending treatment plans for those children referred to the Team for physical, social, educational, or emotional problems or some combination of the above, which prevents or impedes the child's learning in a public school setting.

**QUALIFICATIONS:**

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Social Worker endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Have a minimum of five (5) years excellent experience in teaching and/or administration, and working with students.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.
7. Demonstrate knowledge and understanding of effective discipline strategies and motivation, curriculum development and program evaluation, student growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively, both orally and in writing.
10. Demonstrate the ability to use current technology for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. 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.
12. 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 there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. 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.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

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**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

The School Social Worker is responsible for, and has the authority to carry out, social work functions of the team, including follow-up activities where and as pertinent to any given situation. These responsibilities logically fall within the following areas:

A. Functions Related to the Home:

1. To interview parents in regard to child's personal/family history and relationships.
2. To assess the child's home and neighborhood environment when determined necessary.
3. To confer with parents when the child shows signs of poor social adjustment.
4. To assist cooperating agencies in adjusting home situations whereby more favorable conditions will be attained in regard to school work, behavior, attendance, and general attitude.
5. To offer direct counseling services to the child when needed (on short-term basis).
6. To offer reflection counseling service to parents, if their personal problems are affecting the child's adjustment in school.

B. Functions Related to School Personnel:

1. To observe the child in the classroom(s) to assess the interaction between child and peers, child and teacher(s), and the child's reaction to the total classroom situation(s).
2. To serve as a consultant to the principal and teacher in regard to children not referred.
3. To keep principal, teacher(s), and other pertinent school personnel informed on current cases.
4. To participate on I&RS Committee as well as function as Harassment, Intimidation and Bullying (HIB) specialist. Provide training regarding practical behavioral supports.

C. Functions Related to the Community:

1. To advise parents of community agencies and/or other resources available to them.
2. To prepare parents before referring them to appropriate resources.
3. To refer cases requiring long-term case work to appropriate social agencies.
4. To submit case materials, including case summaries where applicable, on

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- cases being referred to appropriate community resources.
- 5. To maintain an ongoing relationship for program implementation with social agencies working on a school-related problem with a child or family.
- 6. To serve on community committees.

D. Functions Related to the Profession of School Work:

- 1. To keep appropriate case records.
- 2. To belong to and participate in professional organizations.
- 3. To keep abreast of research studies in the field of social work.
- 4. To participate in departmental research studies.
- 5. To have current knowledge of available community-social service resources.

**ACCOUNTABILITY:**

The School Social Worker executes his responsibilities under the direction of the Director of Special Services and in concert with other team members.

**RELATIONSHIPS:**

A. Director of Special Services:

- 1. To advise in cases where classification is being considered.
- 2. To review cases and make recommendations for educational placement.
- 3. To consult in relation to children in Special Programs.
- 4. To consult in matters related to the needs, goals, and objectives of the Office of Special Services.

B. Other School Personnel

- 1. Principals – To consult with principals in planning, implementing and evaluating programs to meet the specific needs of the individual child and/or groups of children.
- 2. Instructional Staff – To consult with and to work cooperatively with instructional personnel in planning, implementing and evaluating programs to meet the specific needs of children.
- 3. Support Staff – To consult with and to work cooperatively with support personnel in planning, implementing and evaluating programs to meet the specific needs of children.

C. Parents – To help parents understand school needs and policies, and to find Effective ways to channel their concerns about school in appropriate ways for the benefit of their children.

D. Community – To promote good relationships with the community regarding the needs of children and educational programs.

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**EVALUATION:**

The Principal and/or designee shall evaluate the Teacher in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.