

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021-3916
856-784-2100**

JOB DESCRIPTION

TITLE: School Social Worker

QUALIFICATIONS:

1. Appropriate, valid New Jersey Educational Services Certificate or Certificate of Eligibility.
2. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
3. Pass a physical examination in accordance with applicable governmental regulations and board policy.
4. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction and/or Supervisor

JOB GOAL: To provide social work services and function as a member of the multi-disciplinary team to determine student's eligibility for special education according to N.J.A.C. 6A:14.

PERFORMANCE RESPONSIBILITIES:

1. Provides social work services as a member of the Child Study Team for evaluation or reevaluation of students referred for possible special education.
2. Completes diagnostic social histories of students referred to the Child Study Team for evaluation, assessing the status of the student's social and academic performance, family and personal history, socio-economic and cultural influences, and community factors.
3. Provides individual and group counseling and consults with teachers and other services to help students cope with their disabilities.
4. Serves as case manager as assigned.
5. Prepares with other Child Study Team members, teachers, and parents, an educational plan for each identified student and participates in the annual review.

6. Consults with and assists parents and instructional staff regarding students' programs and any modifications, strategies or materials necessary to facilitate improved academic performance and to promote personal and social growth as well as responsible behavior.
7. Consults with and assists school staff by acting as a liaison to social agencies and other community resources to establish and provide coordinated social services to students and families.
8. Conducts or provides social services related staff development for staff members as requested.
9. Maintains accurate, complete and correct records as required.
10. Maintains confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
11. Functions competently in the use of technology as needed to carry out job functions.
12. Submits records and reports as required by law and regulation or requested by supervisors.
13. Establishes and monitors assigned caseloads, procedures, and resources while working cooperatively to accomplish educational goals as stated in the educational plan.
14. Adheres to ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education programs.
15. Attends all Commission meetings as required and, where applicable, consistent with the negotiated agreement.
16. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
17. Conforms to and enforces the Commission's policies, rules and regulations including those of the host district or school where appropriate.
18. Maintains professional competence and pursues continuous improvement through active participation in approved professional growth activities.
19. Promotes, cooperates with and contributes to the effective and efficient operation of the Commission's programs and services.
20. Maintains ethical and professional behavior in working with Commission staff and other agencies.

21. Performs such other duties as may be prescribed by statute, administrative code and Board policy or as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Ten or twelve month work year as determined by the Board of Directors. Work schedule, assignment and compensation to be established by the Board of Directors where applicable. Otherwise, terms will be in accordance with the current negotiated agreement between the Board of Directors and the Camden County Educational Services Education Association for those who are subject to said agreement.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, Board policy and, where applicable, with the current negotiated agreement between the Board of Directors and the Camden County Educational Services Education Association for those who are subject to said agreement.

Board Approval

Initial: 8/4/2010