

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** School Social Worker
- REPORTS TO:** Director of Special Services and Building Principal
- QUALIFICATIONS:** School Social Worker Certificate
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** To serve as a member of the basic Child Study Team under the Department of Special Services with responsibility in a number of areas relative to students referred for assessment and evaluation, community and social systems, liaison, and planning.

PERFORMANCE RESPONSIBILITIES:

1. Evaluation and Assessment

Compiles developmental and social data regarding students who are referred.

- a. Assesses a student's social status in terms of personal and family history, socio-economic and cultural influences through in-person interviews with parents, students, staff, etc., observation of student and review of records.
- b. Evaluates factors within the home, community and school related to a student's social, emotional, physical well-being and academic adjustment.
- c. Compiles the data gathered into a meaningful comprehensive developmental social history status report and maintain child study team case records, forms and reports in collaboration with other child study team members.

2. Educational Planning

On the basis of the evaluation and assessment assists in the development of the Individualized Education Plan for classified student in consultation with the Child Study Team, appropriate staff members, parents, students (as appropriate) and outside consultants.

- a. Maintains an ongoing relationship with families for the purposes of:
 1. sharing information regarding educational planning and programming for the student;
 2. assisting the family in utilizing appropriate community resource;
 3. providing counseling for students and/or family members to facilitate academic, social, emotional, and interpersonal/familial adjustment.
 4. consults with staff regarding academic, social, emotional, and interpersonal/familial adjustment.
 5. assists in the transition planning for students

- b. Initiates, facilitates and maintains liaison with community agencies and other resources to meet student's special needs.
- c. Participates in meetings, staffings, parent conferences, court hearing, etc.
- d. Communicates with appropriate stakeholders regarding:
 - 1. placement and follow-up in special education
 - 2. attendance
 - 3. custody
 - 4. residency and tuition
 - 5. protective services
 - 6. transportation
 - 7. in and out of district student assistive technology needs

3. Coordination

Contributes to the monitoring of programs and the progress of special education students in conjunction with the other members of the child study team.

- 4. Other such duties as relate to the role of a school social worker that may be assigned.

Adopted: 1/85
Approved: 5/12/09
Revised: 9/24/09

JD/Special Services