

**Montclair Public Schools  
Personnel Department**

**JOB DESCRIPTION**

**Title: SCHOOL SOCIAL WORKER**

**Qualifications:** 1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement; 2. Demonstrated effectiveness working with families and community health and social services agencies as determined by the board; 3. Demonstrated knowledge of laws and regulations governing special education; 4. Effective problem-solving, human relations and communication skills; 5. Required criminal history check and proof of U.S. citizenship or resident alien status; 6/ Ability to work on site during the hours required, 6/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Responsible to:** Director of Pupil Services, Building Principals.

**Job Goal:** To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

**Performance Responsibilities:** 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 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. 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. 7. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate. 8. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community. 9. Counsels groups of students and/or parents regarding social adjustment problems. 10. Serves as a case manager as assigned and maintains appropriate case records. 11. Assists in upholding and enforcing department rules, Board policies, administrative directives and state laws/regulations, 12. Maintains professional competence through in-service education and participation in professional development activities. 13. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans. 14. Observes pupils in classroom and/or playground. 15. Interviews pupils as indicated. 16. Observes children in special education classes on an ongoing basis. 17. Attends and participates in meetings as deemed necessary and consistent with the needs of the district. 18. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy. 19/ Other duties as assigned.

**Terms:** Work year and salary to be determined by the board. Benefits as provided full time teaching employees.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

Established: 2003,

Revised: 10/08