

# MONMOUTH REGIONAL HIGH SCHOOL

## **TITLE                      SCHOOL SOCIAL WORKER**

**Reports to:**                      Director of Special Services

### **Nature and Scope of the Job:**

The social worker serves as a member of the basic Child Study Team, participating in the study, diagnosis, classification and planning for those students referred to the Team for problems which hinder the learning process. The social worker functions as a liaison between the school, the home and the community.

### **Qualifications:**

1. Valid New Jersey Instructional Certificate endorsement or Certificate of eligibility, for School Social Worker.
2. Demonstrated knowledge of subject specialty and effective teaching methods.
3. Ability to maintain a positive learning environment.
4. Strong interpersonal, communication and technology skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Maintain the physical and mental capability to meet the needs of the job.
7. Commitment to MRBOE policies and procedures.

### **Employment Terms:**

Full Time Eleven (11) month position.

### **Job Functions and Responsibilities:**

The social worker is responsible for, and has the authority to accomplish the following:

1. To interview parents/guardians and/or students in regard to student's personal history, or current circumstances pertaining to the student's personal and social adjustment.
2. To investigate circumstances in the home and community impinging upon the student.
3. To review records, including data from other schools and/or agencies, or individuals.
4. To provide individual or group counseling to students and/or parents/guardians as a team recommendation.
5. To enlist the services of the community agencies and resources as needed and act as a coordinator between the school and other agencies or individuals offering services on behalf of the student and/or his/her family.
6. To prepare parents before referral to appropriate resources.
7. To share information and collaborate with other pertinent school personnel keeping them informed on involved students.

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- 8. To perform other duties which may be within the scope of his/her employment and certification as may be assigned.

**ACCOUNTABILITY**

The social worker executes his/her responsibilities under the direction of the Director of Special Services and in concert with other Team members.

**RELATIONSHIPS**

Team Members – To assist, through the device of the social study, other Team members to identify and give focus and specificity to the problems referred to the Team.

Principal – To assist in identifying broad influences on problem behaviors in the school.

Counselors and/or Teachers – To maintain a cooperative working relationship in implementing Team recommendations, and to contribute information about social influences affecting a student.

Parents/Guardians –

- 1. To interpret school needs and policies.
- 2. To serve as a sounding board for school related concerns and to suggest ways to channel these concerns

Child Study Team

- 1. To help identify current needs
- 2. To establish priorities
- 3. To make recommendations for change
- 4. To advise in cases where educational classification is being considered
- 5. To review cases and make recommendations on placement
- 6. To act as consultant re: children in special classes

**Evaluation:**

Performance of this job will be evaluated by the Director of Special Services at least one (1) time per year in accordance with Board policy and negotiated agreements. Prior to tenure, evaluation will be three (3) times a year.

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**Approved**

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**Date**

**First Reading Board of Education: October 6, 2015**

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