



West Windsor-Plainsboro Regional School

Job Description

Job Title: **School Social Worker**
Department: **Special Services- Child Study Team**
Reports To: Director of Special Services, Supervisor of Special Education and Building Principal
Salary Guide: WWPEA; 10 Month Contract
Prepared Date: March 12, 2021

Position Summary: Provide daily instruction for students in accordance with Board approved curriculum.

Qualifications: New Jersey School Social Worker endorsement
Successful Criminal History Clearance
Proof of U.S. Citizenship or appropriate employment authorization
Ability to maintain a positive learning environment
Strong interpersonal and communication skills
Compliance with the NJ FIRST Act

Essential Duties: **Working with students, school personnel, parents and others:**

- Serve as a link between home, school and community by promoting and supporting students' academic and social success.
- Serve as a consultant to school personnel in dealing with matters pertaining to the learning and social emotional adjustment of children.
- Serve as a member of the Child Study Team assisting in the identification, diagnosis, classification and development of appropriate programs for all students with disabilities pursuant to N.J.A.C. 6A:14.
- Provide professional case management including monitoring and evaluating the education program for assigned students.
- Prepare and/or update social/developmental histories for students with disabilities for initial referrals, evaluations and reevaluations.
- Establish and maintain adequate records of student progress in essential instructional areas and related support services.
- Assume an active, cooperative role on the Child Study Team responding to referrals from Intervention and Referral Services Committee and parents as applicable.
- Utilize data from multiple sources to create data-driven decisions regarding student's needs/programming, and to ensure compliance with Least Restrictive Environment mandates as specified in N.J.A.C 6A:14.
- Regularly observe and/or work with the students on caseload in accordance with the students' documented needs and case management.
- Maintain professional competence through in-service educational activities provided by the district and self-selected professional growth opportunities. Share knowledge gained, as appropriate, with peers and colleagues.

- Follow mandated procedures and timelines in accordance with N.J.A.C 6A:14 in the evaluation process.
- Maintain the confidential records of students and ensure they are kept in a secure location.
- Provide professional case management including monitoring and evaluating the education program for assigned students.
- Develop individualized education plans (IEPs) for those children requiring special education assistance
- Serve as a consultant to school personnel and parents to deal with learning and social emotional concerns.
- Provide counseling services to students.
- Attend conferences that will aid in supporting students with transitions from school to work and school to school.
- Coordinate transition planning, which includes vocational, work or college planning for students 14 years old or older.
- Participate in educational planning and scheduling.
- Provide support to students who struggle with interpersonal relationships, coping in crisis situations, problem solving and decision making skills.
- Provide and assist colleagues in crisis prevention and intervention.
- Assure compliance with state and federal laws, regulation, policies and procedures.
- Maintain close liaison with agencies and specialized professions who may have occasion to deal with the educational or adjustment problems of students.
- Consult with teachers in designing intervention plans, make recommendations for resolving problems of individual students, and provide remediation (e.g. counseling, behavior management).
- Communicate information on the student's program and progress to the teacher, principal, parent/guardian.
- May provide consultation and training to educational staff regarding techniques, materials, and programs to address academic and/or behavioral needs.
- Identify and report child abuse and neglect situations.
- Serve as a consultant to the building principal and instructional staff in matters concerning identification of social and emotional needs.
- Perform all other duties as assigned by the Director of Special Services, Supervisors of Special Education.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

ANNUAL EVALUATION: Performance is reviewed annually in accordance with NJ State law and the provisions of the Board of Education policy on evaluations for certificated staff.

TECHNOLOGY SKILLS: Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google

Suite, IEP software program and Genesis Employee Portal and Student Information System.

AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 3/23/2021

Certified by: C. J. Comella
Director of Human Resources

