



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**POSITION:** Middle School Social Worker

**QUALIFICATIONS:** Holds or is eligible for a New Jersey Certification authorizing service in the public schools as a School Social Worker

**PRIMARY FUNCTION:** Is a member of the middle school staff and works within the school setting providing direct services to students and consultation services to parents and staff.

**REPORTS TO:** Building Principal and Director of Special Education

**CONSULTS WITH:** Professional Staff  
Pupils  
Parents  
Private Agencies

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### A. Social/Emotional Counseling

1. Provides one-on-one social/emotional counseling services to identified students.
2. Consults and collaborates with parents, staff and private agencies to address individual needs.
3. Provides initial assessment of needs for referred students and determines appropriate intervention services.
4. Maintains logs of counseling sessions, which should include dates of service, focus of discussion and contacts parents, teachers, and other professionals as needed.
5. Maintains the accuracy and confidentiality of student records and provides student information to other schools, colleges, potential employers and other governmental agencies according to Board policy.



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### B. Classified Students

1. Collaborates with parents, teachers, and child study team personnel to develop goals and objectives for individualized educational programs.
2. Attends IEP meetings as necessary
3. Provides quarterly progress reports that do not breach confidentiality.

### C. Group Counseling

1. Facilitates small groups focused on specific social/emotional issues that impact students in the educational settings.

### D. Other Duties

1. Serves as a member of the Middle School Intervention and Referral Services team.
2. Plans for and participates in the district professional development program.
3. Remains abreast of current developments, new trends, and contemporary interpretations within his/her professional field; as well as to remain abreast of current developments and new interpretations in the other fields related to counseling.
4. Observes the New Jersey Rules and Regulations on education for the handicapped, with regard to the children of Haddonfield and their families.
5. Attends staff meetings and serves on staff committees as required.
6. Performs other duties, which may be within the scope of his/her employment, and certifications as may be assigned by the immediate supervisor under authority of the Board of Education.

VII. TERMS OF EMPLOYMENT: 10 month position.

VIII. EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Benefits: Benefits are available to full time employees per the negotiated contract.

BOE Approval Date:

BOE Review Date: