



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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- POSITION:** 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 basic Child Study Team and works within the school setting to assist, and support teachers and administrators to enable them to deal with the educational needs of children. Participates in a multi—disciplinary approach by identifying, evaluating, and planning suitable educational programs appropriate for the children with special needs.
- REPORTS TO:** Director of Special Education
- CONSULTS WITH:** Professional Staff
Pupils
Parents
Community Agencies

MAJOR DUTIES AND RESPONSIBILITIES:

1. Prepares a Social History by:
 - a. Studying family background, developmental and educational data to provide a basis for understanding of the social and family dynamics related to a child's education
 - b. employing individual interviews and other appropriate contacts with parents, school personnel, and collateral sources to secure Social History data.
2. As a member of the basic Child Study Team, participates in the decisions regarding classification, recommended placement, and special educational programs and related services that are required.
3. Cooperates with the other members of the Child Study Team in preparing an Individual Educational Program which aims to develop a relationship between the child's learning characteristics and the curriculum to which he/she is being asked to respond.
4. Assumes responsibility for the development of the Specific Guide of the Individual Educational Program when it focuses on his/her professional area by identifying objectives designing instructional strategies and recommending materials within the Specific Guide tailored to the needs of the child utilizing his/her strategies.



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5. Cooperates with the other members of the Child Study Team in the development of the Specific Guide of the Individual Educational Program when it focuses on other than his/her professional area.
6. Is available as a part of the Child Study Team function to perform follow-up activities and consultation, short-term counseling, and crisis intervention.
7. Plans for and participates in the district in—services training program.
8. Is available to professional staff to review and consult with staff on matters regarding pupils' Individual Educational Program, Specific Guide, pupil progress, and pupil programs in general.
9. 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 Child Study Team function.
10. Observes the New Jersey Rules and Regulations on education for the handicapped, with regard to the children of Haddonfield and their families.
11. Attends staff meetings and serves on staff committees as required.
12. Performs other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her superior(s) under authority of the Board of Education.

TERMS OF EMPLOYMENT: 10 month position.

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: