BRANCHBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: School Social Worker
Reports To: Director of Educational Programs and Student Support Services
Contract Terms: BTEA; 10 Month Contract

Qualifications:

- Valid New Jersey Educational Services certificate with school social worker endorsement or eligibility
- Prior work experience on a Child Study Team including case management
- Knowledge of NJAC 6A:14

Job Goal: The school social worker functions as a member of the child study team to enhance the mental health and educational well-being of the student by dealing with home, school and community conditions which interfere with a student's learning.

Performance Responsibilities:

- Assesses a student's status in terms of personal and family history, socio-economic and cultural influences.
- Assesses the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
- Participates actively in educational and social planning for exceptional students in formulation of child study team classification and student's IEPs.
- Assists in implementation and follow up of child study team recommendations for individual students in cooperation with the classroom teacher, building principal and parent.
- Maintains an as-needed relationship with families for purpose of:
  - sharing information regarding educational planning and programming for the student
  - providing appropriate understanding and emotional support of families relative to recommendations of the child study team
  - identifies community resources based on family need
- Initiates, facilitates and maintains liaison with community agencies, out-of-district private and public schools and other resources to meet special needs.
- Consults with administration and staff regarding school and home.
- Maintains an awareness of current trends and societal changes and appropriately applies this information in a way that best serves the needs of pupils brought to the attention of the child study team.

- Maintains appropriate case records and adheres to adopted operating procedures of the Branchburg Child Study Team relative to effective Child Study Team functioning.
- Conducts Social Skills Groups and/or Parent Support Groups as necessary or mandated by the IEP. May implement other groups as the needs arise.
- Participates on the district Crisis Response Team
- Participates in Guidance Meetings when learners with special needs are discussed.
- Uses professional knowledge to implement a variety of services for the targeted learners
- Plans, coordinates, and manages programs and services consistent with established guidelines, policies, and procedures
- Demonstrates behavior consistent with legal, ethical, and professional standards, contributes to the profession, and engages in professional growth
- Develop and implement the Individualized Education Program (IEP) which includes:
  - Current educational status
  - Instructional strategies
  - Appropriate programming
  - Related services
  - Evaluative criteria
- Carry out the duties of a Case Manager which include:
  - Liaison for parents, teachers, and administrators
  - Coordinate IEP meetings within mandated timelines
  - Monitor implementation of IEP
  - Revise IEP's annually or as needed
  - Monitor timely completion of evaluative process
  - Hold monthly meetings with teachers for the purpose of staying informed of student progress and in preparation of upcoming meetings
  - Ensure that the IEP is complete and in compliance by the Annual Review Meeting
- Work collaboratively with other team members and meet on an ongoing basis to discuss program and learner needs
- Performs other duties within the scope of his/her employment and certification as may be assigned.

Evaluation
- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

Board of Education Approved: April 11, 2013
Board of Education Approved Revision: May 17, 2023