



Upper Saddle River Schools  
Job Description

**I Title:** School Social Worker

**II Qualifications:**

- A. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
- B. Minimum experience working with families and community health and social services agencies as determined by the board
- C. Demonstrated knowledge of laws and regulations governing special education
- D. Demonstrated knowledge of mental health and substance abuse needs, consultation, case management, and counseling
- E. Effective problem-solving, human relations and communication skills
- F. Required criminal history check and proof of U.S. citizenship or resident alien status

**III Primary Function:** To assess students' social, emotional, and behavioral needs to help resolve personal, emotional, and social problems that interfere with daily functioning, adjustment to school, and capacity to enjoy the fullest benefits of education offered to them.

**IV Reports to:** Director of Special Education

**V Major Duties and Responsibilities:**

- A. Participates in the evaluation, classification and placement of all pupils with special needs.
- B. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
- C. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
- D. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to students to facilitate social adjustment.
- E. Assesses students' mental health and/or substance abuse needs and makes appropriate referrals to treatment facilities when necessary.
- F. Provides direct individual and group mental health counseling, social skills, threat assessments, risk assessments, crisis intervention, behavioral intervention, and substance abuse services.
- G. Provides short-term individual and/or group counseling for students with mental health or substance abuse needs.
- H. Development and progress monitoring of social, emotional, and behavioral goals and objectives.
- I. Ongoing case consultation with parents/guardians, professional staff, administration as IEP case manager and counseling provider.



SCHOOL SOCIAL WORKER

- J. Development and implementation of IEP's and special education programming.
- K. Provides parent education regarding social, emotional, and behavioral needs.
- L. Provides psychosocial history assessments in accordance with CST evaluations.
- M. Participates in and facilitates mental health professional education opportunities.
- N. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
- O. Serves as a case manager as assigned and maintains appropriate case records.
- P. Assists in upholding and enforcing department rules, administrative regulations and board policy.
- Q. Observes children on an ongoing basis.
- R. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
- S. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
- T. Assumes other related duties/assignments assigned by the Superintendent or Supervisor of Special Education.

VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the USRBOE and USREA.

VII **Evaluation:** Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.