

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** SCHOOL BASED SOCIAL WORKER

**QUALIFICATIONS:**

1. New Jersey Certification as a School Social Worker and licensed Clinical Social Worker.
2. Three years counseling experience in a school or clinical setting
3. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Assistant Director of Student Personnel Services/Special Projects

**JOB GOAL:**

To provide counseling services and related activities that promote students' social, emotional, and academic growth.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides counseling to students individually, in small groups, in the classroom setting, to promote social, emotional, and academic growth.
2. Works closely with the district's behavior specialist to develop behavior plans and a district wide system of positive behavioral intervention.
3. Works closely with teachers, administrators, and other professional staff members providing information and assistance where needed to support the students' overall well-being.
4. Maintains student records and ensures their confidentiality.
5. Maintains a close relationship with the child study team, providing recommendations as needed.
6. Encourages reasonable standards of classroom behavior and procedure.
7. Assists in implementation of school rules, administrative regulations, and Board policy.
8. Evaluates pupil's academic and social growth.
9. Communicates with parents through conferences and/or other means to discuss pupil progress and interpret the school program.
10. Involves parents in planning for students' academic needs and assists in resolution of school-related problems.
11. Coordinates services of outside agencies and/or community programs to benefit students and families.
12. Maintains a professional office environment.
13. Provides for a smooth transition from elementary school to intermediate school and to middle school.
14. Perform other duties as assigned by the Assistant Director of Student Personnel Services/Special Projects.

**TERMS OF  
EMPLOYMENT:**

Work year and salary to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

**APPROVED BY:** Board of Education      **Approved:** August 22, 2016

**REVISED:** \_\_\_\_\_