

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
SCHOOL SOCIAL WORKER JOB DESCRIPTION**

- TITLE:** School Social Worker
- QUALIFICATIONS:** As required by the State Board of Examiners
- REPORTS TO:** Administrator in Charge of Special Services
- JOB GOAL:** Works toward the improvement of educational conditions for children with special needs so as to enhance their academic progress and develop as mature, able and responsible citizens.

**PERFORMANCE RESPONSIBILITIES:**

Provide services to children in the area of his/her professional expertise.

Serves as a member of the Child Study Team.

Plans a program that meets the individual needs, interests and abilities of students, as much as possible.

Employs evaluation methods using available resources that are most appropriate for meeting stated objectives.

Assesses the accomplishments of students on a regular basis and provides and maintains required reports.

Participates with teachers and administrators in identifying students with learning/behavioral problems and seeks the assistance of principal and/or district specialists as required.

Confers with teachers, administrators, students and parents on individual progress.

Assists the administration in implementing all policies and/or rules governing student activities and conduct; complies with all Board of Education policies; and maintains order in a fair and just manner.

Maintains and improves professional competence through appropriate continuing education.

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Attends staff meetings and serves on staff committees as required.

Effectively carries out all professional responsibilities, including performance objectives, as assigned.

All other duties or tasks assigned by the supervisor which are appropriate and applicable to the job responsibility.

**EVALUATION:**

Performance of this job will be evaluated annually by the Administrator in Charge of Special Services.

**Reviewed and readopted: June 11, 2012**

**Adopted: November 12, 1979**