



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: SOCIAL SKILLS PROGRAM FACILITATOR

QUALIFICATIONS:

1. Holds a valid New Jersey Educational Services Certificate and/or School Psychologist/Social Worker Endorsement.
2. Masters Degree is required in the area of Social Work or School Psychology.
3. Prior experience facilitating social skills and/or counseling groups.
4. Demonstrates knowledge of different social skills and curricula programming.
5. Demonstrates effective skills in problem solving, communications, organization, planning, record keeping and human relations.
6. Demonstrates ability to work effectively with students, staff, parents, administrators and others.
7. Possesses knowledge of laws and regulations governing special education in New Jersey.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Special Services

JOB GOAL: To facilitate the overall social skills program by working with case managers and Child Study Team members to identify and plan for students in need of social skills training. The Social Skills Program Facilitator will establish goals and appropriate programming for these students and monitor their progress.

PERFORMANCE RESPONSIBILITIES:

1. Child Study Team

- a. Actively participates in the deliberations of the Child Study Team when necessary.
- b. Provides direct and indirect social skills training services to students and staff respectively.
- c. Provides direct social skills services to students at Indian Hill School, Satz School and Holmdel High School.
- d. Provides indirect consultative services to teachers of social skills instruction at Village School and Indian Hill School.
- e. Provides thorough and timely reports, data, information, etc. as requested by the Director of Special Services and administration.
- f. Communicates with parents as needed regarding concerns and student's progress.
- g. Consults and updates with teaching and support staff as needed.
- h. Completes Present Levels of Academic Achievement & Functional Performance (PLAAFP), and goals & objectives when appropriate.
- i. Conducts evaluations as necessary.

2. Professional Development

- a. Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

- b. Assists in the design and implementation of staff development related to special education.

3. School/Community Relations

- a. Serves as consultant to administrators and other special services personnel on mental health topics.
- b. Assists, upon appropriate request, in the preparation and implementation of professional development programs for school personnel within areas of professional competency.
- c. Attends meetings of the I&RS Committee and other groups as assigned by the Director of Special Services.
- d. Attends evening programs (e.g., Back-to-School Nights, annually).
- e. Provides support as needed to students, staff and administration during crisis.
- f. Serves as a member of the school/district crisis team.

4. Other Assigned Duties

Performs all other tasks and assumes such other duties as designated by the Director of Special Services, Building Principal or Superintendent.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board in Accordance with the agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with state law, the provisions of the Board's Policy on Evaluation of Professional Staff and the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: July 30, 2014