

December 18, 2017

CRESTWOOD SCHOOL DISTRICT

Dearborn Heights, MI 48127

SCHOOL SOCIAL WORKER

You are invited to apply for the position of School Social Worker. Crestwood School District is a close-knit, family-oriented, multi-cultural school district located in southeast Michigan's Wayne County and the City of Dearborn Heights. School district residents enjoy many benefits of a "small town" community and school district while being located in a major metropolitan area. A wide array of cultural, recreational, and entertainment activities are available in major urban centers and suburban communities that are in close proximity to the district.

POSITION TITLE: SCHOOL SOCIAL WORKER
DEPARTMENT: SPECIAL EDUCATION
REPORTS TO: DIRECTOR OF SPECIAL SERVICES AND BUILDING ADMINISTRATOR

SUMMARY: PROVIDES A PROBLEM SOLVING SERVICE TO CHILDREN AND THEIR FAMILIES. SERVES AS A MEMBER OF DIAGNOSTIC TEAMS AND MEMBERS OF EDUCATIONAL PLANNING AND PLACEMENT COMMITTEE AND PROVIDES BIOLOGICAL, SOCIOLOGICAL ASSESSMENT INFORMATION.

DUTIES AND RESPONSIBILITIES:

- Identifies problems and situations interfering with the ability of children to make appropriate use of the educational experience.
- Provides a problem-solving service to children and their families through individual, group, and community social work methods so as to enable those served to cope with problems adversely affecting the ability of children to make appropriate use of the education experience.
- Serves as liaison between the school, home, and community in building and maintaining positive relationships.
- Coordinates and develops resources within and outside the school system for use by children, their families, and school personnel.
- Collaborates with principals, teachers, and other school personnel to improve use of existing school programs and procedures related to the education, social and emotional needs of children.
- Coordinates or serves as a member of diagnostic teams and individualized education program committees and providing biological, psychological, and sociological assessment information related to planning for children with adjustment problems, i.e., Child Study, team meetings, evaluation review meetings, MET
- Provides the IEPC comprehensive, diagnostic evaluations of children suspected of being emotionally impaired, and collaborating with the IEPC in the determination of eligibility of persons for programs and services for the emotionally impaired in accordance with R340.1706 and R340.1722 of the Michigan Administrative Code.
- Serves as consultant to basic classroom program personnel for the emotionally impaired and providing direct intervention services for children identified as emotionally impaired.
- Participates with school staff in altering situations adversely affecting the personal, social-emotional, and academic development.

- Fosters professional development through in-service education of school social work staff, including interns, paraprofessionals, and volunteers, and through planning, conducting, and participating in workshops for these and other school personnel.
- Complete record keeping for Medicaid.
- Conducts functional behavioral assessments and assists in the development of behavior intervention plans.
- Other related duties as assigned.

OBJECTIVES:

- The School Social Worker will keep records of service to each student in his/her caseload.
- The School Social Worker shall complete an annual summary report for the local districts and the LESA for each referred student.
- The School Social Worker will prepare a written schedule of his/her planned school contacts (basic schedule).
- When appropriate, the School Social Worker will conduct small group sessions for parents or students and will keep records of such meetings.
- The School Social Worker will attend appropriate IEPC and annual review meetings.
- The School Social Worker will determine the appropriateness of social work services provided.

SUPERVISOR RESPONSIBILITIES:

Supervises students.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Master's degree from a graduate school of social work program. Satisfactory completion of one year as a school social worker with direction from a fully-approved school social worker.

CERTIFICATES, LICENSES, REGISTRATIONS:

School social worker approval by the Michigan Department of Education.
Fully Licensed Preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional program. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communications.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk, and stand. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. The employee is directly responsible for the safety and well being of students.

WORK YEAR: 189 work days (per teachers' contract)

SALARY AND BENEFITS:

Starting Salary: Commensurate with experience

STARTING DATE

Immediately

APPLICATION DEADLINE: January 12, 2018

METHOD OF APPLICATION

Qualified and Interested persons must apply on line by going to the Crestwood Home page under employment. Please include a letter of interest, resume, letters of recommendation, copy of certificate(s) and transcripts. We no longer accept paper applications delivered via mail, in person, faxed, or e-mail. If your qualifications meet our needs, we will contact you for further information and a possible interview. No person shall be discriminated against on the basis of age, race, sex, color, religion, national origin or ancestry, marital status, height, weight, or handicap/ disability.

