

P L E A S E   P O S T

**GENERAL EDUCATION SOCIAL WORKER/  
COMMUNITY SCHOOL ENGAGEMENT SPECIALIST**

**Date Posted:** September 8, 2023  
**Closing Date:** September 29, 2023 or Until Filled  
**Anticipated Start Date:** November 30, 2023  
**Department:** Learning Services & Instruction  
**Reports To:** Director of Learning Services & Instruction  
**Work Year:** 52 Weeks

**Summary:** Serves as part of a multidisciplinary team to seek out, coordinate, connect and navigate all students and families to supports and resources. Develops partnerships both within the school and community and ensures that students and families receive access to human services, health care, social services, and mental health supports in order to meet needs and support student achievement.

**Essential Duties and Responsibilities:** *An employee in this position may be called upon to do any or all of the following. (Does not include all tasks an employee may be expected to perform; other duties may be assigned.)*

1. Serve as an initial point of contact for students and families with the greatest needs in order to access behavioral health support and other services.
2. Conduct home visits with the highest need populations.
3. Identify problems and situations interfering with the ability of children/youth to reach their full educational potential.
4. Administer screening and assessments for social, emotional, and/or other needs.
5. Implement counseling support in the form of brief interventions.
6. Provide care coordination and support to families in accessing services and navigating systems.
7. Advocate for appropriate access to human services, behavioral health and medical health services.
8. Develop partnerships with, and coordinate, community resources and supports, within and outside the school system, for use by students, families, and school personnel.
9. Promote and foster communication between all parties, to include: building/district staff, students, families, human services, behavioral health, medical, social services and other community partners. Serve as a liaison between home, school, and community service providers.
10. Collaborate with local district homeless liaisons to identify and support students at risk of housing instability and homelessness.

11. Develop and implement student and family engagement strategies in order to build relationships, promote positive school culture/climate, raise awareness of Whole Child needs, connect families to supports, and educate on available resources and supports available within the school and community.
12. Attend building Student Study Teams as appropriate.
13. Support and facilitate implementation of MTSS tiered interventions (i.e., Tier Two groups, integration of community based support services, positive behavior supports).
14. Collaborate with the Whole Child team to develop, coordinate, and implement professional learning opportunities.
15. Consult, as appropriate, with building/district staff on classroom and/or building strategies to meet student needs.
16. Document student progress, write regular progress reports, and complete all required paperwork in a timely manner.
17. Participate on Whole Child and Learning Services teams and other committees as appropriate.
18. Attend other required meetings.
19. Regular and predictable attendance is required for this position. In-person attendance requirements may vary and will be determined by the supervisor.
20. Perform related work as required/ other additional duties as assigned.

**Qualification 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 in social work or professional counseling required. Candidates with experience with high need populations will be preferred.

**Certificates, Licenses, Registration:**

- Michigan Licensed master's level: social worker, marriage and family therapist, professional counselor, or school social worker
- Valid Michigan driver's license and good driving record (6 points or fewer).

**Language Skills:** Ability to read, analyze, and interpret professional publications and governmental regulations. Ability to write reports, and correspondence. Ability to effectively present or share information and respond to questions.

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

**Other Skills and Abilities:**

- Ability to work with school, human service, behavioral health, and medical health personnel
- Ability to understand and work effectively within the dynamics of various agencies, schools, and others
- Knowledge of child development, behavioral health, and medical health assessment
- Extensive knowledge of community resources

- Able to work with a diverse group of people. Possess and demonstrate an understanding of various cultural and socioeconomic characteristics
- Strong relationship, collaborative, problem-solving, and organization skills
- Positive attitude that can tolerate a high frustration level
- Excellent communication skills (verbal, non-verbal, and written)
- Knowledge of basic computing platforms (Word, PowerPoint, Excel, Internet, and Google)
- Ability to be responsible for the safety and well-being of students

**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 is regularly required to sit, talk and hear. Employee regularly performs duties using a personal computer, and a variety of files, forms, and documents and must be able to use hands, fingers, and arms in a manner that allows the individual to type, use a computer mouse, hold individual sheets of paper and sort materials. Employee must regularly transport self in a motor vehicle to other work sites. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**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 to moderate. Most work is performed in a school or office environment, but the employee will also perform work in private homes.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** Anticipated employment date is November 30, 2023. This is a 52-week position. Placement on the Administration Salary Schedule depends upon qualifications and experience. The anticipated new employee starting salary range is \$67,668-\$81,366. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

**Contact:** Interested parties should go to our website, [www.jcisid.org](http://www.jcisid.org) to complete an online application.

### **APPLICATIONS ACCEPTED UNTIL SEPTEMBER 29, 2023 OR UNTIL FILLED**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The

Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

***Instruction ~ Quality, Creativity and Relevance***

***Leadership ~ Envisioning, Engaging and Executing***

***Service ~ Listening, Caring and then Serving***

***Community ~ Collaboration and Partnerships***

***Equity ~ Inclusive, Responsive and Sincere Belonging***

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.