



**Human Resources Department**  
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## **School Social Worker**

### **INTERNAL/EXTERNAL POSTING**

Please go to our website to apply via the Applitrack Link under Human Resources

For questions, please contact:

Sue McAvoy, Director of Human Resources  
Mona Shores Public Schools  
121 Randall Road  
Norton Shores, MI 49441  
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**Deadline: Posted until Filled**

An Equal Opportunity Employer

**SPECIAL EDUCATION  
PERSONNEL  
ROLES AND  
RESPONSIBILITIES**

<b>Roles And Responsibilities</b>	<b>School Social Worker</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Master's degree from a graduate school of social work</li> <li>• Full approval by the Michigan Department of Education (or eligible for approval)</li> <li>• Licensed Master of Social Worker</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Competent using a variety of technology applications</li> <li>• Support student and teachers by addressing social, emotional, and behavioral goals that will help a child progress in the general education curriculum</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all Michigan Special Education law/requirements</li> <li>• Provide social work services as indicated on each student's IEP</li> <li>• Collect, record, and report data relative to student performance on individual goals and objectives</li> <li>• Conduct required formal and informal evaluations to measure students' progress</li> <li>• Collaborate in the development of Evaluation/Review Plans, including Functional Behavior Assessment and Behavior Intervention Plans.</li> <li>• Maintain accurate records of progress and service</li> <li>• Comply with state law and district policy on the use of seclusion and restraint</li> <li>• Maintain confidentiality at all times</li> </ul>
<b>District</b>	<ul style="list-style-type: none"> <li>• Be active participant on building Student Assistance Teams</li> <li>• Serve on the Crisis Response Team</li> <li>• Participate in area meetings with Special Education Director as required</li> <li>• Participate in building meetings as directed by building principal</li> <li>• Complete Medicaid documentation, monthly</li> </ul>
<b>Student Support</b>	<ul style="list-style-type: none"> <li>• Utilize a variety of research-based intervention strategies, continually assessing student response to intervention and make modifications as needed to ensure all children are successful</li> <li>• Knowledgeable and experienced in conducting Functional Behavior Assessments for students with intense behavioral needs</li> <li>• Knowledgeable and experienced in the development and implementation of Positive Behavior Intervention Plans for students with intense behavioral needs</li> <li>• Work effectively as a team member who consults and collaborates with other school personnel to establish and plan for respective roles to support students with intense behavioral needs</li> <li>• Provide direct and consultation services for individuals and groups to meet needs of individuals and buildings</li> <li>• Develop lesson plans which reflect individual student goals and group needs (trauma, social skills, coping skills, etc.)</li> <li>• Casework services with parents and classroom teachers to increase parent's understanding of their child's needs, and to increase knowledge and use of available resources at school and with community agencies</li> <li>• Work cooperatively with community agencies involved with students and families</li> <li>• Provide home based activities, when appropriate</li> <li>• Provide leadership and consultant services to the district's professional staff on matters pertaining to socio-emotional, mental health and behavior needs of students</li> </ul>

	<ul style="list-style-type: none"><li>• Conduct evaluations of students suspected of having a disability</li><li>• Prepare written reports that shall include information needed to determine eligibility and current level of social emotional development</li><li>• Provide support for general and special education students in crisis</li></ul>
<b>Other:</b>	<ul style="list-style-type: none"><li>• Participate in professional development opportunities</li><li>• Support school improvement plans</li><li>• Perform other duties as assigned by the building principal or Director of Special Education</li></ul>
<b>Report To:</b>	<ul style="list-style-type: none"><li>• Building Principal</li><li>• Director of Special Education</li></ul>