

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565

## OPEN POSITION: SOCIAL WORKER

**POSTED: 2/4/19**

**DEADLINE: 2/10/19 OR UNTIL FILLED**

**1.0 FTE**

**SUMMARY:** Provide a problem solving service to children and their families. Serves as a member of pre-referral intervention and diagnostic teams and as a member of the educational planning and placement committees and provides biological, psychological, and sociological assessment information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

### Candidate Must Possess the Ability to:

- Conduct Comprehensive Evaluations of children suspected of being eligible for special services, in particular those with emotional impairments, students on the autism spectrum, and students with disorders of executive function.
- Ability to administer standardized behavioral scales.
- Familiarity with individual, group, family and consultative processes.
- Possess an understanding of the MTSS, MET/IEP process in Special Education.
- Understand the student referral process including MTSS, child study and 504 planning.
- Engage in Resource Planning, Training and consultation with school personnel and private practitioners on the social/emotional/behavioral needs of children
- Possess skills in communicating concepts and information both orally and in writing.
- Have knowledge of community resources, referral processes and follow up.
- Utilize Background/Training in Behavior and Educational Supports for children on the Autism Spectrum.
- Serve as member of District Crisis Response Team; liaison for the district on the Homeless Education Program and/or other grant requirements as needed.

### SUPERVISORY RESPONSIBILITIES

The position is responsible for the supervision of students (e.g. individual and small/large groups). In addition, the position may also supervise parents and volunteers with the educational setting or school sponsored events.

### 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.

### CERTIFICATE, LICENSES, REGISTRATIONS

Highly qualified as defined by the requirements of the Elementary and Secondary Education Act (ESEA), as known as No Child Left Behind (NCLB). Previous experience is preferred but not required.

\_\_\_\_\_ High School Diploma (minimum)

\_\_\_\_\_ Associate's Degree (minimum)

\_\_\_\_\_ Bachelor's Degree (minimum)

Master's Degree or higher  
(minimum)

\_\_\_\_\_ Teaching Certificate:

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### **EDUCATION and/or EXPERIENCE:**

Master's degree from a graduate school of social work program. A minimum of a 500 clock hour supervised social work practicum. Satisfactory completion of 1 year as a school social worker with direction from a fully approved school social worker. Must be a Licensed Master Social Worker (LMSW)

### **LANGUAGE SKILLS**

Ability to read, write, comprehend, and interpret documents, instructions and correspondence. Clearly and concisely communicate (orally and in written form) information in one-on-one, small group, and large group settings to students, parents, community members and employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to accurately add, subtract, multiply, and divide units of measurement using whole numbers, common fractions and decimals. Compute rates, ratios, and percentages as well as draw and interpret various graphs. Apply mathematical calculations and problem solving techniques in daily practical situations

### **REASONING ABILITY**

Ability to apply common sense knowledge and understanding of situations to carry out oral and written instructions. Utilizes situational awareness and reasoning to solve problems that involve few concrete variables in standardized situations.

### **OTHER SKILLS AND ABILITIES**

Ability to develop effective working relationships with students, staff, parents and community. Ability to perform duties with awareness of district requirements and Board of Education policies and administrative guidelines.

### **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 walk; stand; sit; talk and hear; climb or balance; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close, distance, and peripheral 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 ranges from quiet to loud based on the situation and educational objectives. An acceptable noise level is a standard expectation within the educational environment.

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### **APPLICANT SUBMISSION**

Anyone interested in applying for this position should submit a letter of interest, resume, and transcripts to:

Brian Walmsley, Ed.S., Superintendent  
Richmond Community Schools  
35276 Division Road  
Richmond, MI 48062  
Or e-mail to: [jthiel@richmond.k12.mi.us](mailto:jthiel@richmond.k12.mi.us)

### **NON-DISCRIMINATION STATEMENT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Should you need to contact someone about discrimination of any kind in the school district, contact the Superintendent at 35276 Division, Richmond, MI 48062. (586) 727-3565