

Telephone: 906-863-5665



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JOB POSTING

POSITIONS: **STUDENT SUPPORT WORKER**

QUALIFICATIONS: Possess valid Bachelor Degree in Social Work. Previous school experience with special needs students preferred. Valid driver's license.

SALARY: In accordance with the MCISD Master Agreement

POSTED DATE: January 20, 2023
(Internal posting until January 27, 2023)

**APPLICATION
DEADLINE:** Until Filled

Send letter of application, resume, and transcripts to:
Janene Salewsky – HR/Office Manager-Menominee County ISD
1201 41st Avenue, Menominee, Michigan 49858
careers@mc-isd.org



TITLE: Student Support Worker

QUALIFICATIONS: Possess valid Bachelor Degree in Social Work. Previous school experience with special needs students preferred. Valid driver's license.

REPORT TO: Director of Special Education

GENERAL DESCRIPTION

The role of the Student Support Worker is to provide quality individualized social work to assigned students under the direction of the School Social Worker. The School Social Worker and the Student Support Worker will work cooperatively and effectively with teachers, parents, students, IEP Team members and other school personnel to assist in implementing the student's individualized education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Function as a member of the Multidisciplinary Evaluation Team (MET) in assessing the specific needs of students referred and participate in IEP meetings as requested
Provide direct social work services as requested by the School Social Worker
Assist in the development of therapy schedules and treatment plans along with the School Social Worker
Implement appropriate assistive behavior plans as requested
Complete all reports in a timely manner
Provide input regarding student needs and strengths to the IEP Team
Assist with development of student goals and objectives based upon relevant data
Maintain adequate records and assessment data for each student served.
Demonstrate current knowledge of interventions and supports
Work closely with, and be a resource for, students, parents, teachers and administrators to facilitate student growth and achievement
Attend meetings as assigned
Maintain thorough and accurate documentation
Consult and collaborate with classroom staff and IEP Teams to enhance student achievement
Other duties as assigned by the Director of Special Education.

REQUIREMENTS:

- Maintain confidentiality; Regular and reliable attendance; Daily travel
- Understand and embrace the inclusion of disabled students in general education
- Possess valid driver's license and maintain all required professional licensure
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels; excellent verbal and written skills
- Ability to multitask; Ability to carry out duties as assigned
- Ability to complete assigned tasks with and without direct supervision

Ability to integrate technology into everyday workflow
Ability to develop and maintain successful working relationships with students and school staff
Ability to define problems, collect data, establish facts and draw valid conclusions Ability to explain and demonstrate appropriate intervention techniques to reach all learners Practice safe work habits; Adapt to frequent changes in work environment
Knowledge of special education policy and law
Timely documentation of all required compliance activities including progress/log notes, IEP information, billing of SBS and RMTS data
Ability to lift/carry items up to 50 pounds, frequent walking, standing, sitting, going up/down stairs
Occasional home visits to provide services and/or obtain information to assist with evaluations
Occasional irregular or extended work hours to meet multiple demands
Carry out the mission and values of the MC-ISD
Be student centered and advocate for students

ADDITIONAL WORKING CONDITIONS: May have occasional exposure to blood, bodily fluid and tissue

TERMS OF EMPLOYMENT: In accordance with the Master Contract

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

Signature Date

E.O.E. 1/2023