



LINDEN COMMUNITY SCHOOLS  
7205 W. Silver Lake Road  
Linden, MI 48451  
NOTICE OF PROFESSIONAL POSITION

Applications are now being accepted for the following position:

**SOCIAL SKILLS FACILITATOR  
CENTRAL ELEMENTARY SCHOOL  
M-F 7 hours/day – During school hours  
WAGE: \$23.25/hour**

**REQUIRED QUALIFICATIONS:**

- Associates Degree or equivalent (60 college credits) minimum
- Bachelor's or Master's degree in counseling, social work, family life management, psychology, health education or home economics preferred.
- Master's degree in related area preferred.
- Demonstrated success as a collaborator and team player
- Experience working with adolescents to meet social-emotional needs
- Group facilitation experience preferred
- Demonstrate comfort with using technology

**DUTIES/RESPONSIBILITIES**

- Three years documented work experience with adolescents required. Group facilitation experience preferred.
- Be an active participant in professional development activities and open to learning and trying new things.
- Assist in maintaining student records.
- Work in collaboration with classroom teachers, instructional coordinators, and other instructional aides.
- Supervise students when necessary.
- Maintain confidentiality of students and staff.
- Conduct self in a positive, professional manner at all times.
- Must be flexible and willing to complete other duties as assigned by the principal or other administrators.

Make application to:

Linden Community Schools, Personnel Office

(Applications must be submitted on-line at [www.AppliTrack.com/gcaps/onlineapp](http://www.AppliTrack.com/gcaps/onlineapp))

The following items must be included in the application:

1. Letter of application and Resume
2. References
3. Verification of above mentioned credentials

Date Posted: September 22, 2025

Deadline for Application: October 6, 2025

**MISSION STATEMENT**

Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents and community.

**NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

## Linden Community Schools Job Description

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**Job Title:** Social Skills Facilitator  
**Department:** Student Services  
**Reports To:** Building Administrator  
**FLSA Status:** Non-Exempt  
**Updated:** Updated, October 2024  
**Prepared by:** Cheryl Thomas, Assistant Superintendent

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### **JOB PURPOSE:**

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The Social Skills Facilitator works collaboratively with district administrators to establish appropriate intervention programs for participating students. Conducts educational support groups for elementary, middle and/or high school students using curriculum for conflict resolution, grief and loss, anger management and issues specific to new students. Communicates student progress with identified administrators, counselors, and parents/guardians.

### **PREFERRED QUALIFICATIONS:**

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- Bachelor's degree in counseling, social work, family life management, psychology, health education or home economics required. Master's degree in related area preferred.
- Experience: Three years documented work experience with adolescents required. Group facilitation experience preferred.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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1. Work collaboratively with district administrators to establish appropriate intervention programs for participating students.
2. Conduct educational support groups for elementary, middle and/or high school students using curriculum on conflict resolution, grief and loss, anger management and issues specific to new students.
3. Communicate student progress with identified administrators, counselors and parents/guardian.
4. Complete required enrollment evaluation forms to ensure ongoing program evaluation.
5. Facilitate after school groups of participating student's parent/guardians to discuss student progress and provide programs on anger management, sibling rivalry, school success and cultural diversity.
6. Participate in staff meetings and trainings as requested by district administrators.
7. Establishes a meaningful communication link with referred children to reduce problematic behavior and to improve their behavior, educational performance and social relationships.
8. Uses play, conversation, reactive play materials, games, academic coaching and other approaches to achieve prescribed goals with individual children who are experiencing school adjustment problems of a behavioral, emotional and/or educational nature.
9. Converses with children and establishes an atmosphere that encourages the expression of feelings and ideas.
10. Helps to build confidence and self-esteem in children through one-to-one and group interactions.
11. Provides feedback to the principal, teachers and other school personnel and, at the discretion of the team, to parents about the progress and behavior of the child.
12. Participates with school personnel in the assignment, progress and termination conferences concerning the children.
13. Meets with other school personnel and/or parents to gain additional relevant information about referred children so as to better understand their current behavior.
14. Participates in periodic in-service instructional workshops and other training sessions.

15. Writes appropriate progress notes and reports for children being seen and responds to research questionnaires and instruments to help evaluate the program.
16. Participates in regularly scheduled individual and/or group supervision with a school social worker and/or counselor. A variety of methods may be used to facilitate supervision, e.g., discussion based on the progress notes, opportunities to sit in on sessions with children and, with appropriate permissions, audio and video tapes. The supervisory modes are determined by the team coordinator of Health, Safety and Nutrition Services and the principal/leader.

### **Skills/Other**

Ability to accept supervision and direction. Ability to work creatively and skillfully with children. Exhibit interest and enthusiasm and demonstrate excellent interpersonal skills for working with young children, peers, local school district staff and parents. Ability to maintain positive working relationships with team members. Ability to utilize district technology and work to maintain proficiency, as skill sets change with technology and/or the needs of the district. Ability to solve problems logically and effectively, to work independently, to manage multiple tasks and demonstrate effective time management skills. Excellent oral, written, electronic and interpersonal communication skills. Ability to work a flexible workday and work week. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Ability to maintain a calm, poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

*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.*

### **STATEMENT OF NONDISCRIMINATION:**

It is the policy of the Linden Community Schools not to discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, 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 following person have been designated to handle inquiries regarding nondiscrimination policies:

District Compliance Officers  
Linden Community Schools  
7205 W. Silver Lake Rd.  
Linden, Michigan 48451  
(810) 591-0980

For further information on notice of nondiscrimination, see the following website: <http://1.usa.gov/1Jssk6D> or call 1-800-421-3481.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position:

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Employee Name (Print)

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Employee Signature

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Date