



School District of the City of Pontiac Human Resources Vacancy Announcement

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT: City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Section 504 Coordinator: Yvette Williams, 248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	Social Worker
POSITION DESCRIPTION:	The Social Worker provides social services and instructional assistance to improve the social and psychological functioning of students identified as functioning at a higher risk or with the greatest potential for academic failure. The Social Worker is to provide additional support services for youth and families beyond the scope and sequence of regular social work services respective to the students' needs. The Social Worker will assist identified students by helping them cope with and resolve issues in their everyday lives, such as family and personal problems and dealing with relationships. The Social Worker will provide service to clients who face a disability, life-threatening disease, social problems, court and probationary issues, teen pregnancy, and single parenting issues such as inadequate housing, or substance abuse as well as assist students who have serious domestic conflicts, sometimes involving child or spousal abuse. Additionally, they will conduct research, advocate for improved services, or become involved in planning or academic mentorship and monitoring of students.
TITLE REPORTS TO:	Special Services Director
COMPENSATION:	Per PEA Master Agreement
LOCATION:	Non-public/Havenwick
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FSLA STATUS:	Non-Exempt
DATE OF POSTING	August 19, 2025
INTERNAL POSTING URL:	Online Employment Application Open Positions (applitrack.com)
APPLICATION PROCESS:	Complete application procedure with Oakland Human Resources Consortium (OHRC) Online Employment Application Open Positions
QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's degree in Social Work • Must provide Transcripts with Application • Must be registered with the State of Michigan as a Social worker • Must have school social worker designation with state of MI • Demonstrated knowledge/competence in four additional areas: <ul style="list-style-type: none"> • Child psychopathology • Diagnosis, assessment, and testing • Educational disabilities and their impact on children and families • The practice of social work in educational settings

	<ul style="list-style-type: none"> • Exceptional knowledge of and experience with the use of behavior and achievement data for the design and implementation of behavior intervention plans for adolescent students. • Exceptional knowledge of effective, research based instructional and social-emotional strategies. • Ability to facilitate and collaborate effectively with multidisciplinary teams. • Outstanding skills, both written and verbal, in communicating with students, parents, teachers, and administrators. • Expert knowledge of student electronic information/data systems. • Knowledge of Michigan curriculum and content standards • Ability to follow directives and work effectively with administrators • Completion of 18 semester hours in a planned standards based approved program or a Master's or higher degree after completion of provisional certificate • Semester hours taken must be shown to reflect knowledge in the core academic subject area(s) being taught • Familiarity with and ability to utilize basic Microsoft Office programs • Ability to write standards based IEP's and link them with Michigan's Grade Level Content Expectations
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> • School Social Worker License • Criminal background check • Drug screen required
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Work directly with students in the design and implementation of their required Educational Development Plan. • Coordinate, facilitate and implement activities and programs that lead to student knowledge of career pathways and enhanced social/emotional development. • Provide parent education in adolescent development and strategies for use in the home to support student achievement in literacy and mathematics. • Utilize research from areas of adolescent development to promote adoption of empirically-demonstrated instructional practices in literacy, mathematics, socialization, problem-solving skills, and self-management. • Participate in continuous professional development by attending and/or participating in workshops targeting building level school improvement initiatives and the Michigan School counseling Program. • Complete and submit all required records and paperwork in a timely manner. • Provide intervention and referral services for those students who are experiencing difficulties in their lives which interfere with their academic achievement. • Collaborate with other school staff in the delivery of services. • Develop and analyze assessments (often with medical staff), which meet specified standards and timescales. • Conducting interviews with students and their families to assess and review their situation. • Provide information and counseling support to students and their families. • Organize and manage packages of support to enable students to lead the fullest lives possible. • Recommend and advise administrators about the best course of action for a particular student to direct their behavior and academic experience for increased achievement.

	<ul style="list-style-type: none"> • Liaison with and making referrals to other agencies that are in the best interests of students to include family court and probation officers. • Participate in multidisciplinary teams and meetings, for example child protection and mental health. • Maintain accurate records and prepare reports for legal action. • Participate in training, supervision, and team meetings.
OTHER DUTIES	<ul style="list-style-type: none"> • Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization’s goals and values; support affirmative action and respect diversity. • Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time. • Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan. • Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions. • Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping. • Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions. • Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software. • 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.
PHYSICAL ACTIVITIES & REQUIREMENTS:	<ul style="list-style-type: none"> • While performing the duties of this job, the employee is regularly required to sit and talk or hear. • The employee is frequently required to use hands to finger, handle, or feel. • The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel. • The employee must occasionally lift and/or move up to 10 pounds. • Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.

Job Posting Approved by: Ashley Smith, Interim Assistant Superintendent of Human Resources
Approval Date: 8.27.25

