



School District of the City of Pontiac Human Resources Vacancy Announcement

The City of Pontiac School District is an Equal Opportunity/Affirmative Action Employer and adheres to all district policies, rules, and regulations. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of race, color, religion, national origin, sex, age, or disability. The district complies with all applicable federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Michigan Department of Education policies and regulations prohibiting discrimination. For inquiries regarding non-discrimination policies under Title II, Title VI, or Title IX, contact 248-451-6802. For questions related to Section 504, contact 248-451-6825. Complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.

JOB TITLE:	General Education/At-Risk 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:	Building Principal
COMPENSATION:	Per Non-Union Salary Table
LOCATION:	Whitman Elementary
LENGTH OF CONTRACT:	185 Days
START DATE:	Upon Hire
FLSA STATUS:	Exempt
DATE OF POSTING	October 15, 2025
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: • Child psychopathology • Diagnosis, assessment, and testing • Educational disabilities and their impact on children and families • The practice of social work in educational settings • 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.

	<ul style="list-style-type: none"> • Knowledge of Michigan curriculum and content standards • Ability to follow directives and work effectively with administrators
LICENSES, REGISTRATION OR CERTIFICATIONS:	<ul style="list-style-type: none"> • School Social Worker License • Criminal background check • Drug screen required
INTERNAL POSTING URL:	https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=14341
APPLICATION PROCESS:	Online Employment Application Open Positions
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. • Conduct 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. • 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.

PHYSICAL ACTIVITIES &
REQUIREMENTS:

- Participate in training, supervision, and team meetings.
- 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: 10/15/2025