

Telephone: 906-863-5665



Fax: 906-863-7776

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 & BENEFITS: \$46,000 - \$90,000
Excellent salary & benefit package. Based on education and experience in accordance with the MCISD Master Agreement, available on our website.

APPLICATION DEADLINE: May 23, 2025

START DATE: 2025-26 School Year
Beginning with Professional Development Day 8/21/2025

To apply, fill out the application on our website:
<https://www.mc-isd.org/departments/human-resources/employment/>

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.

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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.

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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

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