

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

CASE MANAGER

QUALIFICATIONS:

1. BA in social services or related field.
2. At least 1-2 years experience with at-risk student populations.
3. Demonstrates ability to work collaboratively with teachers and parents.
4. Working knowledge of appropriate computer software for data management.
5. Excellent written and verbal communication skills.

REPORTS TO:

Coordinator – School Based Youth Services

JOB GOAL

To help parenting teen students resolve personal, emotional and social problems as they may interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them

SUPERVISES:**PERFORMANCE RESPONSIBILITIES:**

1. Confers with teachers of students with academic, attendance, and behavioral deficiencies.
2. Utilizes SASI (district computer system) to monitor student attendance to class and school.
3. Develops partnerships with families of at-risk students.
4. Refers students to appropriate agencies, i.e. guidance, child study, counseling.
5. Establishes close working relationship with discipline and guidance offices.
6. Identifies and relates student interests to classroom teachers.
7. Collaborates with teaching staff regarding effective lessons design for at-risk students.
8. Organizes bi-weekly meetings to offer support to identified students.
9. Promotes self-discipline among at-risk students.
10. Utilizes suspension as a last resort to address attendance problems.
11. Works in close collaboration with city truancy officers and district attendance officer.
12. Completes and submits monthly statistical reports to building principal.
13. Assists in the preparation of school board cases and attends hearings as needed.

**TERM OF
EMPLOYMENT:**

Twelve (12) months position

BARGAINING UNIT:

Business & Technical

SALARY:

In accordance with B&T Contract, Guide A.

STATUS:

Hourly _____

Salaried X

Exempt _____

Non-Exempt X

EVALUATION:

Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Business & Technical personnel.

BOARD APPROVAL: _____

Board Approved
October 26, 2015