

New Albany-Floyd County Consolidated School District Case Manager (412)

JOB POSTING

Job Details

<i>Title</i>	Case Manager
<i>Posting ID</i>	412
<i>Description</i>	Job Title: Case Manager Location: To be determined Classification: Classified - Non-Exempt Pay Grade 25: \$23.11 to \$24.21 hourly <i>(based on education and experience)</i> Reports To: Director of Student Support Services Length: 185 Days/year

QUALIFICATIONS

- Bachelor's Degree in education, sociology, psychology or a related field
- Experience working with children or youth; demonstrated interest/experience in working with school aged children, their parents, teachers and related support staff
- Knowledge of community resources to assist students and their families
- Effective spoken and written communication skills; Willingness to accept direction and ability to effectively complete assigned tasks
- Ability to organize an efficient schedule designed to maximize time and resources.

PERFORMANCE RESPONSIBILITIES

- Serves as a resource for teachers, parents, students and school administrators in developing alternatives and support systems for students.
- Builds a rapport with social service and mental health agency representatives, and collaborates with them to wrap services and resources around children and families of Floyd County.
- Serves as an advocate for students and families and coordinates services between other individuals, agencies and programs as determined to be appropriate.
- Coordinates and links services between other persons, agencies and programs.
- Provides resources to motivate students and families to increase self-sufficiency and accomplish established goals.
- Supports students and families during scheduled appointments with other community partners and agencies.
- Develops case plans for goal identification and identifies appropriate referrals for additional support.
- Assists individual students and families in removing barriers to educational progress.
- As appropriate, attends case conference committee meetings and assists in developing, implementing and monitoring individualized education plans.
- Understands the concept of "wraparound services" and develops strategies for implementing this concept in our community.
- When appropriate, participates on general education intervention teams.
- Keeps appropriate and accurate records.
- Assists in the districts' continuous improvement monitoring process.
- Participates in staff development activities to keep abreast of current developments in the area of student support services.
- When necessary, communicates with alternative or residential site representatives to determine the appropriateness of the site, or to monitor student progress at the site.
- Maintains a monitoring system of students who are incarcerated and assists in the development of appropriate educational programs for them while incarcerated.
- Respects and maintains the confidentiality of the students and families with whom you work.
- May be responsible for transportation of students and families to community partners and agencies.
- Other related duties as assigned by their administrator.

Shift Type **Full-Time**
Salary Range **Per Hour**
Location **Administrative Service Center (ASC)**

Applications Accepted

Start Date **07/02/2021**