

**SPECIAL MEETING – JANUARY 10, 2007**  
**JOB DESCRIPTIONS**

CHIEF ACADEMIC OFFICER

- A) Senior Case Manager – Safe Schools
- Establish new job classification, Senior Case Manager – Safe Schools, and assign to Salary Level 2 on the Supervisory Salary Schedule.
  - **Conducts case management to include home and school visits.**
  - Reclassify one (1) Case Manager, currently assigned to Salary Level 16 on the Miscellaneous Salary Schedule.
  - Fiscal impact of \$23,965 to be funded from existing budget.

**BOARD MEETING – JANUARY 10, 2007  
JOB DESCRIPTIONS**

**IMPACT ON CHILDREN IN THE CLASSROOM**

**CHIEF ACADEMIC OFFICER**

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Senior Case Manager – Safe Schools	N	This position improves social conditions in schools as well as individual well-being of students.

**\*ACTION CODES:**

J – Job Description Revision  
N – New Job Description  
R – Reclassification

**TITLE:       *SENIOR CASE MANAGER – SAFE SCHOOLS***

**QUALIFICATIONS:**

1. Bachelors Degree in psychology, social work or related field OR four (4) years experience in juvenile justice, human services or youth-related field.
2. Successful experience dealing with juvenile justice programs or related work experience.
3. Knowledge of community resources associated with juveniles and social services.
4. Demonstrated ability to work with diverse groups and agencies, and effectively communicate with schools and with the community both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Conducts case management to include home and school visits.
2. Conducts interviews with parents and at-risk juveniles to determine appropriate services.
3. Prepares reports, studies, surveys and statistics, as requested.
4. Performs crisis intervention activities, both verbal and physical.
5. Assures compliance with state and federal statutes and district policies.
6. Develops and provide training for district personnel, as requested.
7. Meets with community agencies and individuals to prevent community violence from occurring on school campuses, school transportation, or at school-related events.
8. Performs as a liaison to local communities, law enforcement agencies, city and county government, the area offices, and principals.
9. Establishes a liaison channel with other state and community agencies.
10. Assists in accomplishing the goals of the school centers and partnership agencies.
11. Supervises and evaluate Case Managers.
12. Attends all family school meetings as warranted
13. Establishes procedures for daily protocol.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New:                       01/07  
Salary Level:           2  
Salary Range:         \$61,200 - \$88,412  
Employee Unit:         S  
Responsible to:        Chief, Safety and Learning Environment

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.