

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Case Manager – Student Services

**FLSA:** Exempt

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### GENERAL SUMMARY

Serves as a liaison between the home and the school in order to ensure regular attendance by all students in the school district. Reports to the Executive Director of Student Services

### ESSENTIAL FUNCTIONS

Addresses, through home visits in a timely manner, the problems of behavior, attendance, academics, and service access for the student whose attendance is irregular as requested by supervisor/principal. Maintains and completes records of cases processed.

Demonstrates the ability to assess reasons for irregular or non-attendance and keeps accurate records for reporting purposes. Prepares accurate reports of the status of students with attendance problems on a regular basis to supervisor and other staff members.

Acts as a liaison with families and community agencies to facilitate problem solving and to coordinate needed services. Ensures the delivery of appropriate services by identifying student needs and determining the proper program and/or agency that is needed as a resource. Encourages parent participation when needed.

Presents a positive image of the School District of Newberry County at all times.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### Education and Experience:

Bachelor's degree, preferably in Behavioral Science or Social Work with at least one year of experience in Social Work functions or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid South Carolina driver's license.

#### Knowledge:

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job, student behavior, conflict resolution, etc. Knowledge of school and community resources available for assisting with home/school problems. Knowledge of the required records, charts, documents, and related information which must be prepared and maintained as a requirement of the job.

#### Skills/Effort:

Advanced organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with district staff. Ability to work with confrontational people.

Ability to administer and monitor various social services activities and programs in compliance with all relative federal and state regulations, and district policies, procedures and standards. Ability to use independent judgment and discretion. Ability to instruct others through explanation, demonstration and practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain all required records, reports, and related information. Ability to develop and maintain effective communications with immediate supervisor, students, parents, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

**Working Conditions:**

Office or home environment that includes contact with students' families. Direct contact with outside agencies is also prevalent. Physical demands are restricted to office work requiring the movement/lifting items weighing up to twenty pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**Responsibility:**

No direct budgetary or responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____