

## GRADUATION CASE MANAGER

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Provides case management, implementation, and monitoring of Graduation Support Plans for students identified with graduation-risk concerns.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides case management, implementation, and monitoring of Graduation Support Plans for students identified with graduation-risk concerns;
- Addresses the needs of students, K-12, who have been identified as eligible for intervention due to concerns such as attendance gaps;
- Facilitates the implementation of Graduation Support Plans which provide a coordinated network of services and interventions tailored to the student's social, emotional, behavioral, and academic development;
- Collaborates with students, their families, administrators, counselors, social workers, and other personnel to implement Graduation Support Plans with measurable goals designed to address specific concerns and increase the opportunity for achieving graduation;
- Performs assessments including Certification in Child and Adolescent Needs and Strengths (CANS);
- Consults and serves as an educational resource for students, staff, administrators, families, and community resource professionals on psycho-education topics including: crisis response, suicide prevention, school engagement, strategies for coping with mental health concerns, developing healthy relationships, and other subjects;
- Coordinates the efforts with community-based service providers and works in partnership with Family Assessment Planning Team (FAPT) and court services as needed;
- Implements tiered intervention collaboration and support within the Response to Intervention Model;
- Provides responsive case management utilizing solution-focused problem-solving and rigorous monitoring for progress and fidelity of implementation;
- Address the needs of the whole child, coordinating a strengths-based delivery model that focuses on development assets, sociocultural factors, and resiliency skills building;
- Develops and maintains Graduation Support Plans;
- Schedules and facilitates meetings with students, parents, staff, and other groups and individuals as appropriate;
- Maintains records and completes reporting as required by the department, division, and state and federal entities;
- Maintains student privacy;
- Maintains and upholds School policies and procedures;

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of, as well as experience in, positive behavior intervention and support and response to intervention. Knowledge of the functional behavioral assessment and behavior intervention plan process. Ability to present ideas effectively, orally, and in written form to a variety of audiences. Knowledge of educational assessment. Knowledge of school support services. Ability to prioritize multiple tasks. Ability to work independently and with minimal supervision.

### **EDUCATION AND EXPERIENCE:**

Degree in social work, counseling, or counseling-related profession required. Valid Virginia teaching license or pupil personnel license preferred. Experience in collaborating with families, school personnel and community support service personnel to set goals, develop action plans and follow through with implementation and progress monitoring. Experience in coordinating with community support services. Experience with Family Assessment Planning Team process

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.