

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Student Case Specialist

Date Prepared: 04/2003

FLSA Status: Non Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

138	Casework Services	Investigate student problems (including attendance) from home school, or community. Arrange assessments of student, family, developmental and social histories. Counsel with students, parents and school staff.
154	Counsel Students	Assist students in planning for the future and in understanding their educational, personal, and occupational strength and limitations. Refer students with special problems.
137	Social Work Services	Provide casework services in Home School Counseling, Truancy, Social Assessment, Therapeutic Counseling and Crisis Intervention.
155	Job Placement	Assist students in finding part-time jobs while in school and full-time jobs after graduation.
157	Student Recruitment	Publicize available student programs and identify/contact specific target students.
192	Networking with Community Resources	Identify school and community services appropriate to the special needs of students and families, and make referrals. Maintain open communication between schools and community agencies.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include analysis and reports covered under subsequent activities, and does <u>not</u> include reports for the Board.
048	Bilingual Assistance (Translation Service)	Provide assistance in basic communication and forms completion through use of bilingual skills. Includes translating oral and written communications.
239	Student Support Services (Work-Site Learning Options)	Arrange for support services for student participants in work site learning options.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance

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Activity Name (cont.)

151	Class Assignment - General	Assist students with course selections, assignments, scheduling and placement.
152	Class Assignment - Special Education	Assist special education students with course selections, assignments, scheduling and placement, and other special programs.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 7/1/2003