



**Job Title:** Case Manager, Strong Tomorrows

**Department:** Office of Student and Family Support Services

**Reports To:** Coordinator of Support Services and Crisis

**Grade:** BG-04

**Number of Days:** 12 Months

**Security Access:** Enrollment Center

**Current Date:** May 12, 2017

**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The Case Manager supports expecting and parenting students through the Strong Tomorrows Program, which is collaboration among the school, local public and private human services agencies to ensure academic success and graduation.

The Strong Tomorrows Program has four focus areas:

1. High School Graduation
2. Parent Engagement
3. Health and wellness (pre/post-natal care, well child visits, etc.)
4. High Quality Child Care

**Minimum Qualifications:**

- Bachelor's degree (master's preferred) and a minimum of 1 year related case management experience
- Experience working with a variety of agencies and community resources involved with diverse population of students and families
- High level of interpersonal skills
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks
- Effective oral and written communication skills, as well as conflict resolution skills
- Exhibits the ability to be a creative thinker and self-starter
- Spanish fluency preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Identify eligible students and conducts individual need assessments and new student intakes
- Help students define their problems and identify acceptable courses of action
- Develop individualized service plans and refer students to community-based service providers
- Develop collaborative partnerships in the school and with community partners to meet the student's needs
- Schedule and coordinate daily/weekly workshops
- Monitor program participants' educational progress and attendance to ensure they are on track to graduate
- Advocate and provide case management to participating students and monitors case management provided by collaborating community agencies
- Attend school and community-based meetings representing the program
- Communicate regularly with Strong Tomorrows administration
- Maintain Strong Tomorrows student case files and Data Management Tools
- Consult with students and or parents about options of pregnancy care and services
- Assist students with secondary education preparation and planning
- Conduct home visits when necessary
- Transport students to appointments and/or scheduled tours (daycare, colleges, etc.)
- Arrange and monitor the supports provided by community-based organizations to ensure improved outcomes in attendance, graduation and repeat pregnancy rates
- Work with local child care centers to identify openings for expecting and parenting students enrolled
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Organized, leadership
- Ability to identify and facilitate supports
- Clear communicator

**Supervisory Responsibility:**

- None

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

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