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**Position Title: Caseworker – Student Parenting Program**

**Location:** Student Parenting Program

**Position Summary/Goal:** To assist pregnant /parenting students in the pursuit of a high school diploma or GED, post-secondary school or work, and the fostering of a healthy child.

**Term of Employment:** Full time, 12-month salaried position, 37.5 hour work week (some evening and weekend hours) **Position is dependent on availability of ongoing grant funding.**

**Salary:** \$33,000 pending annual grant renewal

**Reports to:** Program Manager

**Education and Experience:**

- Degree in related field (social work, psychology, education, etc.)
- Case management experience with young adults and / or teen parents preferred

**Clearances:**

- Must hold or obtain FBI, State Police (criminal history), and Child Abuse clearances
- Must have valid PA Driver's License and use of a vehicle

**Essential Skills:**

- Supports the philosophy of the Student Parenting Program
- Demonstrates proficiency in Microsoft Office programs
- Possesses strong verbal, written, and interpersonal communication skills
- Demonstrates ability to work as a team member with all district and program staff, students, parents, collaborating partners/organizations, and community at large
- Maintains strict confidentiality and is able to practice tact, courtesy, and discretion
- Conducts self professionally, shows initiative, and is reliable

**Duties/Responsibilities:** This position is funded by the successful obtainment of competitive grant monies. Job duties and responsibilities may change to meet revised grant requirements and mandates, or to meet the requirements of new grant funding and awards that support the Student Parenting Program.

- Responsible for understanding and adhering to the guidelines and outcome requirements of all Student Parenting Program grants / funding and work within timeframes and deadlines that are dictated by program requirements and reporting periods
- Identification, outreach, and enrollment of pregnant or parenting students via parent / guardian approval
- Conduct required assessments and home visits to fully understand student's circumstances and needs while ensuring privacy rights and appropriate level of confidentiality when information may need released to others (need to know)
- Conduct intensive case management services with individualized goal planning (academic and other), and provide education on pregnancy, delivery, parenting skills, child development, and basic life skills that yield to self-sufficiency while being sensitive to the needs, culture, and diversity of each student with an unbiased attitude / disposition
- Provide referrals as necessary, help students develop the skills and confidence to access services independently, and maintain close working relationships with relevant agencies and key stakeholders to reduce service access barriers

Erie's Public Schools  
148 West 21<sup>st</sup> Street  
Erie, PA 16502-2834  
P: 814.874.6000  
F: 814.874.6049  
[www.eriesd.org](http://www.eriesd.org)

An Equal Opportunity Employer

- Coordinate and operate regular group / support meetings which provide opportunities for guest speakers to present on a variety of topics
- Collaborate with Home Tutoring to ensure ongoing education for students in the program who are unable to attend school (medical reasons or post-partum)
- Help students plan and obtain reliable housing, childcare, and transportation
- Mentor students to become an active participant in her / his health and the health and care of her / his child
- Coordinate and monitor relevant independent study work for each student
- Implement incentive strategies to improve attendance and performance
- Coordinate family conferences to provide intervention services as needed
- Provide crisis management with health problems, relationship crisis, abuse, housing crisis, etc., as needed
- Provide unbiased education regarding pregnancy choices and pregnancy prevention interventions
- Conduct transition activities for graduated students and assist with transition services for students who withdraw from school and continue their education in an alternative education program
- Educate students to deter truancy and other risky behaviors and / or conduct exit interviews
- Help plan and coordinate curricula, summer events / activities, and transition services for students in the program with other caseworkers
- Complete all required documentation accurately for case files, grant and data reporting, monitoring visits, etc.
- Work closely with school administrators and staff on student education, discipline, and attendance issues and network with all school staff to ensure student success
- Be an advocate for students at school, area agencies, medical offices, home, and participate in public awareness / education / collaboration activities to promote an accurate understanding of our work and mission
- Attend meetings and trainings pertinent to work and / or scheduled by program office
- Follow and work with school and class schedules, attend staff meetings, take part in and / or support school events and initiatives, and work with other school support services
- Other duties as requested

**Special Requirements:**

**Physical Demands:** Physical requirements are the same as those encountered in the course of a typical professional school and office environment

**Work Environment:** School offices/classrooms with travel between buildings

**Evaluation:** Conducted annually by Program Manager

**INTERESTED APPLICANTS SHOULD APPLY IN WRITING, NO LATER THAN 3:30 P.M. ON OCTOBER 24, 2016, TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21<sup>ST</sup> STREET, ERIE, PA 16502.**

**APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.**

POST:	8:00 AM	OCTOBER 11, 2016
REMOVE:	3:30 PM	OCTOBER 24, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, DISABILITY OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.