

Job Title:	Pregnancy Related Services Spec	Wage/Hour Status:	Daily, Exempt
Reports to:	Program Manager	Pay Grade:	101
Dept. /School:	Homebound/Home-Hospital	Date Revised:	March 10, 2021

Primary Purpose

Identify a target teen parent or currently pregnant student population and assist to empower them during their pregnancy, prenatal and postpartum periods, academically, mentally, and physically, to establish a strong academic foundation and graduate with a high school diploma.

Qualifications**Education/Certification**

Bachelor's Degree in Behavioral Sciences or related fields

Special Knowledge/Skills

- Knowledge and skill in casework methods
- Ability to interpret data
- Strong consultation skills for conferencing with teachers, parents and students
- Knowledge of state and local attendance requirements and procedures
- Knowledge of prevention and intervention strategies for pregnancy and parenting issues
- Awareness and ability to access community resources
- Excellent organizational, communication, and interpersonal skills

Experience

Two (2) years of paid professional experience in social work or other appropriate related fields

Major Responsibilities and Duties**Program Management**

1. Identify and monitor academic and other progress of students at all grade levels who are teen parents or currently pregnant using cumulative record history information, student test score data, individual student course data and other appropriate sources.
2. Maintain documentation on student contact, case planning, interventions, baby birth, baby needs, etc., and provide data to Program Manager.
3. Consult and work with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students who are teen parents or currently pregnant.
4. Work with students and parents addressing concerns that might prohibit them from staying in school.
5. Provide information regarding government agencies, community-based organizations, social services agencies and alternative schools to assist teen parents or currently pregnant students.
6. Serve as liaison between parent and school personnel, as well as parent and community agencies.
7. Work with parents of pregnant students to develop strategies for themselves and the academic success of their children.
8. Work with attendance clerks, track and record individual student residency and attendance, and performs attendance checks.
9. Educate students on local and state residency and attendance requirements and procedures including the 90% rule.
10. Collect data and maintain files throughout the school year, required for annual audits.
11. Perform other duties as assigned by supervisor.

Organizational Climate

12. Communicate and promote high expectations for student performance and behavior.
13. Plan collaboratively and participate in establishing and maintaining a positive climate.
14. Communicate effectively with students, parents, staff, and community.
15. Have a clear sense of the program mission and support colleagues in accomplishing the mission.

Organizational Improvement

16. Identify, analyze, and apply research findings to facilitate the delivery of pregnancy and parenting intervention services & support for students and families at all grade levels.
17. Develop, maintain, and utilize appropriate information systems and records necessary for attainment of district goals.
18. Provide information, which facilitates decision-making by all members of the professional staff.

Administrative-Fiscal/Facilities Management

19. Comply with district policies and state federal laws and regulations.
20. Schedule activities and use resources effectively in order to accomplish program goals.

Student Management

21. Work with faculty and staff to encourage and reward positive student behavior.
22. Effectively conduct conferences with parents and teachers concerning school and student issues.
23. Encourage plans for improved student behavior that reflect enhances opportunities for learning and applying decision-making skills and demonstrating responsible behavior.

District/Community Relations

24. Articulate the district mission and the role of the PRS specialist to the community and solicits its support.
25. Contact parents and provides information about school policies and procedures; conducts home visits during the school day or evening times as necessary.
26. Demonstrate the use for appropriate and effective techniques for community and parent involvement.
27. Emphasize and nurture two-way communication between the school and community.
28. Project a positive image to the community.

Professional Growth and Development

29. Use information provided through assessment procedures and the appraisal process to improve performance.
30. Strive to improve skills through self-initiated professional development areas.
31. Utilize information and insight gained in professional areas for self-improvement.
32. Conduct oneself in a professional, ethical manner in accordance with accepted community standards; complies with the code of ethics.

Policy, Reports and Law

33. Utilize established case management methods to provide adequate tracking of pregnant and parenting students, or related issues.
34. Assist with the collection, processing, and distribution of identified student data and interpret this information for guidance, administrative, and instructional purposes.
35. Compile, maintain, and file computerized reports, records, and other documents as required.
36. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Regular travel to student homes and districtwide locations as assigned; moderate walking and occasional irregular hours.

Terms of Employment

207 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.