



REVISED: Submitted:
01/24/2024 01/23/2024

JOB TITLE:	OUTREACH WORKER TEENAGE PARENT PROGRAM
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8314
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides assistance to Family Programs department in the provision of school-related social services. Provides a communication link between TAPP and the community.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works cooperatively as a team member to facilitate the successful daily operation of the school

Assists in the planning and implementation of ad hoc student enrichment programs and shares appropriate information with other school personnel

Facilitates student group discussions

Makes home visits and telephone calls regarding student attendance

Provides supportive services to students to prevent chronic absences, tardies and dropouts

Maintains accurate documentation, case folders and confidential information

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Providing support which may include but not limited to driving the school van or activity bus for the following: School Programs, Field Trips, Leaving 2 Learn, Internships, Job Shadowing, and transporting students to and from school as needed

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

High School diploma

Two (2) years of successful experience making home visits

Good interpersonal skills

Willingness to work flexible hours

Must obtain/maintain Valid Commercial Driver's License as contingency for continued employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience working with families involved in teen pregnancy

Experience in a diverse workplace

Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.