

Supervised Field Placement/Agency History

Agency/Organization: Oakland Elementary School

Address: 1802 Durst Ave. Greenwood, SC

Phone: 229-4779

Description of Services: Case Management, The case manager in an elementary school is responsible for helping the students with problems that may be having a negative effect on their progress in school. Sometimes, that may mean talking with students, parents, teachers, or all of them. Also, the case manager is responsible for making sure that the student's attendance is regular. Title 1 School serving students from K-4 through fifth grade. Oakland serves approx. 58 students with special needs, not including speech. Special needs students are divided into a 2-resources and two self contained classrooms. They offer gifted talented, P.E. art, music, and computer classes. School also offers summer school programs and after school programs.

Hours of operation: Monday – Friday 8:00 am – 4:00 pm

Population Served: Elementary Students, K4-Fifth Grade about 618 students

Cost to Clients: none

Funding Sources: District Fifty, government

Intern Job Description: The intern's duty is to mail letters to parents requesting to proper statements for their child's absence or absences. Also, the intern accompanies the case manager on home visits concerning student absences. The intern also encourages parents to keep up with their child's progress by doing drop INS and /or parent-teacher conferences. Teacher assistant, correcting papers assist with lunch; help develop strategies for student learning.

Special requirements for student interns: be very familiar with the policies and procedures for that particular agency.

Sled checks: none

Immunizations: none