



## Special Education Case Manager

### Job Description

**Job Summary:** Under the direction of the Program Director or Designee plans, organizes, presents, and evaluates a program of meaningful instruction to pupils in areas assigned and carries out other assigned related duties necessary to the successful operation of the school.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### ESSENTIAL DUTIES and RESPONSIBILITIES

- Develop, write and manage IEPs including annual goals for students with special needs. Coordinate IEPs and follow up with attendees.
- Complete academic assessments and write Assessment Plans, Reports, Prior Written Notices, and other related IEP documents in preparation for IEPs or to assess ongoing progress, within appropriate timelines, and as needed.
- Collaborate with specialists (OTs, SLPs and other related service providers) and school staff on monitoring student progress throughout the year, including annual IEP goals.
- Follow up with service providers to confirm that IEP attendance, reports, and services are being completed, and complete IEP Progress Reports for each student, including Related Services Provider progress as reported by the Related Services Providers.
- Report and follow up on all parent, teacher and/or service provider concerns. Report all concerns to the Special Education Administrative Team.
- Draft ITP's and hold transition meetings, as appropriate.
- Provide ongoing consultation and guidance on the use of new and innovative methods, strategies, and materials which enhance the education progress of students with special needs.
- Ensure all documents are submitted and available prior to IEP meeting (psychologist's report, related services provider reports/goals, GE/parent progress reports) and forwarded to IEP team members.
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
- Maintains accurate and correct records as required by law, District Policy and Administrative Regulation. Updates appropriate database(s) with services, accommodations, IEP dates and other necessary information. Track IEPs. Provide parents with a copy of all reports.
- At the end of the year gather all individual student records and communications for digital archiving (IEP's, monthly progress notes from teacher, parent input form, reports from evaluations, etc.)
- Obtain academic present levels/baselines.
- Complete ongoing contact logs and service logs.
- Attend staff trainings, department and teacher meetings, professional development, committees.