

Policy GFABJ: Job Description: Special Education Case Manager

Status: DRAFT

Original Adopted Date: 01/25/2007 | **Last Revised Date:** 01/10/2022 | **Last Reviewed Date:** 03/17/2022

QUALIFICATIONS:

1. Bachelor's Degree or higher in Special Education or Diagnostics
2. Minimum of five years teaching experience
3. Ability to lift up to 25 lbs as needed

REPORTS TO:

Director of Special Education

JOB GOAL:

The Case Manager is to insure the completion and adequacy of all aspects of the referral to placement process and IEP development. Train special education teachers on all aspects of Special Education Law and best practices. Support the attendance center at which they are assigned with all components of SPED.

JOB DUTIES:

1. Serve as a member of the district assessment MET team.
2. Serve as a member of the IEP committee as a district representative.
3. Assist with in-school and out-of-school child find.
4. Assist teachers in the development of Individualized Education Plans.
5. Assist in data collection for the special education MSIS program.
6. Coordinate activities and timelines relative to the referral to placement process.
7. Work with parents of children referred for special education services.
8. Assist in Transition Services.
9. Participate in programs/activities that will provide opportunities for professional growth.
10. Assist in providing staff development on compliance issues of IDEIA IDEA.
11. Evaluate Individual Education Plans for compliance.
12. Other such duties as assigned by the Director of Special Education or the Assistant Superintendent.

TERMS OF EMPLOYMENT:

To be employed 232 220 days per year. Salary in accordance with Policy GGBC.

EVALUATION:

Performance in this position will be evaluated annually, by the Director of Special Education according with provisions of the Board's policies on evaluation.
