

Position

District Special Needs Case Manager
Elementary (Grades K-5)

Job Summary: To provide oversight of Individualized Education Plans and plans developed under section 504 of the Vocational Rehabilitation Act of 1983 for students with special needs.

Qualifications:

1. Valid Illinois Teaching certificate
2. Bachelor's Degree in Special Education
3. Minimum of 5 years teaching experience with students with Learning Disabilities, Behavioral Challenges, or Mental Impairment
4. Knowledge of and the ability to provide necessary program modifications and adaptation that allow students with disabilities to be placed in the least restrictive environment

Reports to: Special Education Director

Knowledge/Skills/Abilities:

1. Knowledge of all disability categories
2. Knowledge of instructional techniques and models that can be used to support the placement of students in the least restrictive environment
3. Knowledge of the IEP process
4. Knowledge of the Illinois State Standards and the ability to modify the standards and benchmarks for students with disabilities
5. Ability to communicate effectively with parents and district staff
6. Ability to be highly organized and proficient in time management

Responsibilities

1. Serves as a case manager responsible for coordinating the development, monitoring, and implementation of Individualized Education Plans and 504 plans for all students with special needs
2. Oversight of the special education services and other support services, as needed, for each individual with special needs
3. Oversight of programs and provide recommendations for improvement and enhancement of service delivery
4. Can act as the case manager for students that are placed in a regular education environment on a full-time basis, which includes ensuring that program modifications are appropriate, communication with parents, and working with the classroom teachers on proper instructional techniques
5. Assist the regular education teachers with modifications and strategies for including the students that are placed in the least restrictive environment
6. Provide information, support, and communication with parents and families of students with special needs

7. Work collaboratively with other teachers, special educators, and families to implement each child's IEP/504 plan
8. Serve as a resource person for parents and provide support as needed
9. Attend IEP/504 meetings
10. Maintain confidentiality of special education records
11. Give input to the Special Education Director in the development of policies and procedures and assist in their implementation
12. Participate and plan professional development activities
13. Assist in completion of referrals for special education and requests for student assistance
14. Collaborate with director and district office to ensure requisitions and purchase orders are coded and approved appropriately
15. Distribute and track IAA materials

Physical Demands: Sedentary work. Light work.

Supervision: Given: None
Received: Special Education Director, Building Principal

Evaluation: Special Education Director