

SPECIAL NEEDS CASE MANAGER
JUNIOR HIGH (GRADES 6-8)

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:

- Master’s Degree in Special Education
- Minimum of 5 years teaching experience with students with Learning Disabilities, Behavioral Challenges, or Mental Impairment
- 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

KNOWLEDGE/ABILITIES/SKILLS:

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

PHYSICAL DEMANDS:

- Employee may need to:

Stand	Continuously	Frequently	Occasionally	Not at all
Walk	Continuously	Frequently	Occasionally	Not at all
Sit	Continuously	Frequently	Occasionally	Not at all
Drive	Continuously	Frequently	Occasionally	Not at all
- May use hands for:

Single grasping	Continuously	Frequently	Occasionally	Not at all
Pushing/Pulling	Continuously	Frequently	Occasionally	Not at all
Fine Manipulation	Continuously	Frequently	Occasionally	Not at all
- May need to:

Bend	Continuously	Frequently	Occasionally	Not at all
Twist	Continuously	Frequently	Occasionally	Not at all
Squat	Continuously	Frequently	Occasionally	Not at all
Climb	Continuously	Frequently	Occasionally	Not at all
Reach	Continuously	Frequently	Occasionally	Not at all
- Environment:

Outside	Continuously	Frequently	Occasionally	Not at all
Inside	Continuously	Frequently	Occasionally	Not at all
- Sedentary Work: Although a sedentary job is defined as one which involves sitting, a certain amount of waling and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- Light work: Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job in this

category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls

SUPERVISION:

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

EVALUATION:

- Building Principal

WORKING CONDITIONS:

- Work day and hours will follow the OCFT Local #628 Teachers Union Contract
- Work day and hours will follow set hours of Fulton Junior High or Marie Schaefer School as necessary

BASIC DUTIES AND RESPONSIBILITIES:

- Serves as case manager responsible for coordinating the development, monitoring, and implementation of Individualized Education Plans and 504 plans for all students with special needs
- Oversight of the special education services and other support services, as needed, for each individual with special needs
- Oversight of programs and provide recommendations for improvement and enhancement of service delivery
- Acts 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, communicating with parents, and working with the classroom teachers on proper instructional techniques
- Assist the regular education teachers with modifications and strategies for including the students that are placed in the least restrictive environment
- Provide information, support, and communication with parents and families of students with special needs
- Work collaboratively with other teachers, special educators, and families to implement each child's IEP/504 plan
- Serve as a resource person for parents and provide support as needed
- Schedule and attend IEP/504 meetings as required
- Maintain confidentiality of special education records
- Give input to the Special Education Director in the development of policies and procedures and assist in their implementation
- Participate in professional development activities