

JOB TITLE**Special Programs Case Manager**

REPORTS TO: Assistant Superintendent for Special Programs	DEPARTMENT: Special Programs
JOB DESCRIPTOR: H37	SCHEDULE: R
DATE:	NON-EXEMPT

NATURE AND SCOPE OF JOB:

To assist in providing FAPE for students who are identified as having a disability by ensuring legal requirements (as per I.D.E.A. and Reauthorization of 1997) are met and accurately documented. The Case Manager schedules, organizes, completes required paperwork, and acts as the chairperson for all IEP meetings. The Case Manager complies and submits all required paperwork and documentation.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Ensures legal requirements are met through the referral and IEP process.
2. Communicates the legal requirements to parents, staff, and others.
3. Remains current on latest policy and law changes affecting special education.
4. Maintains confidentiality of student information and records.
5. Follows the procedures and processes identified through policy and law.
6. Schedules and organizes IEP meetings.
7. Completes paperwork correctly and meets deadlines
8. Demonstrates empathy for parents/students and demonstrates the ability to work well with people from diverse backgrounds.
9. Facilitates effective communication during IEP meetings and uses effective conflict mediation strategies.
10. Keeps the principal and the director of special services informed about issues and problems.
11. Seeks input from principal and director of special services in cases where personnel or significant district funds may be committed.
12. Assists in monitoring to determine if IEP's are implemented and communicates relevant information to principal and the director of special services.
13. Facilitates the transition of students as they move from level to level.
14. Communicates effectively and serves as a liaison between the school and various parties.
15. Serves as an advocate for the needs of students.
16. Is knowledgeable of tests, assessments, eligibility requirements, and reporting methods used in the district.

17. Conducts parent interviews as part of the student assessment..
18. Provides consultation to building staff regarding the IEP process.
19. Assumes individual responsibilities assigned by principal/supervisor which may relate to committee work or other planning and professional assignments.
20. Assists administration in implementing all policies, vision, mission, and philosophy, regulations, and rules of Campbell County School District #1.

OTHER FUNCTIONS:

1. Attends Special Programs Department meetings.
2. Responds to requests for information in a timely manner.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND MENTAL ABILITY:

- Possess knowledge of I.D.E.A. and Reauthorization of 1997, Rules and Regulations Governing Students with Disabilities in Wyoming Public Schools, and local rules and regulations governing services to students with disabilities.
- Possess a broad knowledge of special education process, procedures, documentation, and time frames.
- Possess a broad knowledge of special education and related services.
- Possess a broad knowledge of special education assessment and reporting methods.
- Possess technological and computer skills
- Possess group dynamic and interpersonal skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgment, consensus building, and analytical abilities.
- Possess good organizational and time management skills.

EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING:

- Degree in Special Education or a related field.
- Valid Wyoming certification.
- Five years experience in educational areas related to special education.
- Knowledge of I.D.E.A. and Reauthorization of 1997.

EQUIPMENT USED:

Computer

Calculator

Telephone

Copier

Tape Recorder

Overhead Projector

PHYSICAL DEMANDS:

- Adequate hearing and vision skills.
- Be able to communicate effectively orally and in writing.
- Be able to work under time constraints.
- Be able to sit for up to four hours at a time.
- Be able to work at a computer monitor for at least part of each day without fatigue or discomfort.
- Operate a motor vehicle and travel from one building to another.
- Ability to accurately take handwritten or typed notes during "real time" meetings.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.
- Ability to work under fluorescent lights.

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