



## High School Specialized Services Case Manager

*A full-time, competitively paid position at a first-rate college preparatory school for boys.*

Boys' Latin of Philadelphia seeks a **High School Specialized Services Case Manager** to develop and implement individualized education plans (IEPs), supporting all students in achieving success in high school, college, and beyond. The case manager will manage a caseload of students, which involves writing IEPs and Notices of Recommended Educational Placement (NOREPs); monitoring progress on IEP goals and objectives; facilitating IEP and other related meetings; managing student files; and partnering with parents, related service providers, and school personnel. The case manager will work closely with instructional support and general education teachers to receive input for evaluations, IEPs, progress reports, and meetings as well as coordinate related services for students based on their individual needs. Additionally, the case manager will lead a functional area of the specialized services program, such as transition services, positive behavioral interventions and supports, or small group intervention courses. The case manager will operate in compliance with all local, state, and federal special education regulations.

The case manager will perform the following duties:

- Execute all aspects of case management as outlined above as well as lead a functional area of the specialized services program.
- Ensure individualized education plans are implemented with fidelity in all instructional and non-instructional settings.
- Monitor progress on IEP goals and objectives regularly, preparing progress reports at the middle and end of each trimester.
- Communicate students' progress toward realizing academic, non-academic, and IEP goals, partnering with parents, school personnel, and related service providers to provide instructional and emotional support and resources.
- Maintain student files as directed by the school and in compliance with all relevant special education regulations.
- Commit to the school's extended day structure, serving students outside of the regular school day, and teaching in the Saturday School and summer academy programs.
- Sponsor extracurricular activities as part of the school's award-winning Leadership Academy.
- Enforce the Student Code of Conduct and serve as a culture keeper of the Boys' Latin mission.

The case manager will demonstrate the following competencies:

- Unwavering commitment to the school's mission of preparing boys for success in college and beyond.
- Desire to continuously learn and increase effectiveness as a teacher and professional to drive results among students.
- Willingness to be flexible and go above and beyond to meet the needs of all students.
- Ability to cultivate strong relationships with all members of the school community, including students, parents, faculty and staff members, administrators, and external partners.
- Be a subject area expert, strategic problem-solver, and dedicated team player.
- Bachelor's degree and PA state certification in Special Education.

**Interested candidates are invited to submit a completed resume, letter of interest, and copy of state teaching certification to [teach@boyslatin.org](mailto:teach@boyslatin.org).**

**Boys' Latin of Philadelphia prepares boys for success in college and beyond.** Founded in 2007 to address the dearth of quality educational opportunities for boys in Philadelphia, Boys' Latin provides a world-class college preparatory education to 800 students in grades six through 12. As a public charter school there are no admissions requirements and students enroll by randomized lottery. With a 12:1 student/teacher ratio, Boys' Latin offers an intimate learning community in which each young man is encouraged to be the architect of his own fortune by pursuing excellence across a range of endeavors. The school's rigorous academic model blends classical education and contemporary pedagogy, and sets high standards for achievement, character development, and emotional intelligence. Learning is underscored by practical experiences and extracurricular activities. Over the past decade, the school has built an effective model for educating students historically underserved in traditional school settings. Since the first class graduated in 2011, Boys' Latin students have matriculated to and persisted through college at rates three- to four-times greater than Philadelphia averages.

*Boys' Latin of Philadelphia is an equal opportunity employer. It is the policy of the school to not discriminate on the basis of race, national origin, color, age, gender, height, weight, disability, religion, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.*