



Special Services Case Manager

Reports To: Special Services Director

SUMMARY

The Special Services Case Manager is a certified special educator who oversees the special education processes and verifies that IEP services are implemented in compliance with federal, state and district regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures legal requirements are met through the referral and IEP process.
- Communicates the legal requirements to parents, staff and others.
- Remains current on latest policy and law changes affecting special education.
- Follows the procedures and processes identified through Wyoming Chapter 7 rules and regulations.
- Schedules, organizes and attends all MDT/IEP meetings internally as well as with outside agencies.
- Completes paperwork correctly while meeting deadlines and remaining current on WDE required elements.
- Maintains confidentiality of student information and records.
- Demonstrates the ability to work with parents and students as well as work with people from diverse backgrounds.
- Facilitates effective communication during IEP meetings and uses effective conflict mediation strategies.
- Keeps Director of Special Services informed about issues and problems.
- Works directly with the Director of Special Services in cases of personnel and/or when significant district funds may be committed.
- Assists in monitoring to determine if IEPs are implemented and communicates relevant information to the Director of Special Services.
- Facilitates the transition of students as they move from level to level.
- Communicates effectively and serves as a liaison between the school and various parties.
- Serves as an advocate for the needs of students.
- Is knowledgeable of tests, assessments, eligibility requirements and reporting methods used in the district.
- Provides consultation to building staff regarding the IEP process, accommodations, modifications and assistive technology.
- Assists in staff development activities related to special education.
- Assumes individual responsibilities assigned by the Director of Special Services which may relate to committee work, or other planning and profession assignments.

- Provides technical assistance with the special education management system to service providers.
- Schedules and chairs monthly special education planning meetings throughout the district.
- Proficient with Special Education management system
- Other duties as assigned by the Director of Special Services.

QUALIFICATIONS

- **Education:** Master's Degree or higher from an accredited college or university with emphasis in special education.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** A minimum of five years of experience in educational areas related to special education. Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the regular classroom. Appropriately communicate with students, parents, district staff and members of the community. A strong knowledge of special education rules and regulations. Establish a school climate which will prompt appropriate student behavior. Ability to exercise mature and professional judgment while teaching, dealing with others and working in a dynamic environment. Ability to supervise paraprofessionals, teachers and other Special Services staff. Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Wyoming Teaching Certification with Special Education Endorsement is required. Seclusion and Restraint certification is also required for all Special Services staff. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an administrative office setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.</p>
