CLARKSDALE MUNICIPAL SCHOOL DISTRICT

DISTRICT CASE MANAGER
JOB DESCRIPTION

Reports to:

Special Education Director

PERFORMANCE RESPONSIBILITIES:

1. Serve as Case Manager for each student who is referred for Comprehensive Assessment.
2. Serve as a member of the Multidisciplinary Evaluation Team at the District/School level.
3. Maintain Child Find records and process referrals (create folder, schedule Hearing and Vision screening and/or any needed appointments, refer to L/S pathologists and psychometrist.)
4. Process data from assessments and submit to Special Education Director.
5. Assist Special Education Director in preparing reports for State Department of Education.
6. Attend parent/teacher conferences to gather information needed for the assessment process.
7. Observe students in classroom to gather more information needed for the assessment process.
8. Assist in reporting due dates of IEPs and 3 year reevaluations to teachers and language/speech pathologists.
9. Assist teachers in conducting 3 year reevaluations as needed.
10. Disseminate information to Special Education teachers, Language/Speech pathologists, and principals as directed.
11. Maintain discipline records, compile data from discipline records, and report information to the Special Education Director.
12. Assist in data input for Special Education records.
13. Assists in the planning and implementation of special education staff development.
14. Assumes responsibility for own professional growth and development.
15. Complete any other tasks that are necessary to assist the Special Education Director.