CLARKSDALE MUNICIPAL SCHOOL DISTRICT

PRESCHOOL CASE MANAGER
JOB DESCRIPTION

Reports to:
Special Education Director

PERFORMANCE RESPONSIBILITIES:

1. Serves as Preschool Case Manager for each student who is referred for Transition and Preschool Special Education services.

2. Serves as member of the Local Survey Committee at the District level for Transition and Preschool students.

3. Maintains Child Find records and processes referrals (creates folders, schedules Hearing and Vision screening, and/or any needed appointments, refers to L/S pathologists and Psychometrist).

4. Processes data from assessments and submits to Special Education Director.

5. Assists Special Education Director in preparing reports for State Department of Education.

6. Attends parent/teacher conferences to gather information needed for the assessment process.

7. Observes students in classrooms to gather more information needed for the assessment process.

8. Disseminates information to Special Education teachers, language/speech pathologists, and principals as directed.

9. Assists in data input for Special Education records.

10. Assumes responsibility for own professional development and growth.

11. Completes any other tasks that are necessary to assist the Special Education Director.