



# Gull Lake Community Schools Richland, Michigan

## JOB POSTING

### Special Services Case Manager .5 FTE Gull Lake Virtual Partnership

July 15, 2024

#### Job Summary:

Under the direction of the GLVP Principal, the special services case manager would coordinate the delivery of special education and general education support services.

#### Qualifications:

##### Required:

- A. Minimum of BS/BA degree in Education
- B. Possess or be eligible for a valid Michigan teaching certificate
- C. Full approval in one or more areas of special education
- D. Able to assess and document student progress
- E. Professional in personal conduct and actions
- F. Excellent communication skills
- G. Meets federal *Every Student Succeeds Act (ESSA)* requirements

##### Desired Characteristics:

- A. Experience working with virtual and homeschooled students
- B. Knowledge of multi-tiered systems of support and interventions in an online environment
- C. Prefer experience at both elementary and secondary levels
- D. Experience with transition planning and activities for students with IEP's and 504's at the high school level
- E. Experience with content creation and navigation of the GLVP Globe learning management system
- F. Proven track record of positive relationships with staff, students, and parent learning coaches
- G. Demonstrated ability to work independently and collaboratively to initiative activities for improved student outcomes
- H. Ability to manage time and prioritize tasks effectively with a high level of autonomy

##### Duties:

- A. Facilitate the coordination of IEP services, 504 services, and personal curriculums within GLVP
- B. Monitor student caseload and update team members on student progress
- C. Maintain current knowledge of special education and 504 rules
- D. Collect requested evaluative information and provide observational information of the program delivery
- E. Assist with state testing and special projects as assigned and appropriate for supporting students
- F. Develop innovative programs based on research and best practice to support student learning needs
- G. Collaborate with colleagues on school improvement and schoolwide student support initiatives
- H. Regular weekly report times in person to Gull Lake campus
- I. Mentor an assigned caseload of students through weekly two-way communication
- J. Participate in professional learning communities with colleagues
- K. Other duties as assigned by Administration

#### STATEMENT OF NONDISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

#### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

#### Application Deadline: Open Until Filled

#### Employment Dates: 2024-25 School Year

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)