

Job Description

Position Title	Case Facilitator		
Building	Varies	Department	Special Education
Hours	Salaried	Supervisor	Building Principal or Appropriate Supervisor
Band and Grade	C-43	Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Under the direction of the building principal or appropriate supervisor, oversees the general operation of the special education department and staff.
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Essential Duties	
1	Calls team members and schedules meetings.
2	Mails due process documents.
3	Distributes checklists and testing materials to parents and teachers.
4	Follows up to get checklists returned.
5	Updates evaluation due dates on master list.
6	Utilizes computer software to generate test score reports.
7	Monitors and coordinates evaluation due dates and completion of evaluations.
8	Participates in problem solving meetings at Helen Baker and Lakeside.
9	Follows up on teachers to ensure that intervention forms have been filled out properly and completely.
10	Creates and updates Child Study Team meeting agendas and facilitates Child Study meetings (Helen Baker and Lakeside).
11	Assesses students and writes evaluation reports.
12	Creates due process files for all new referrals and assessment files for students who are being reevaluated.
13	Attends all meetings to discuss results of the evaluation and attends SEAT/CST meetings
14	Consults regarding paraprofessional assignments and schedules (Helen Baker and Lakeside).
15	Consults with special education teachers as needed.
16	Works with case managers and administration to formulate schedules for the coming school year.
17	Works with case managers to schedule "transition" meetings for students to new

	buildings.
18	Works with case managers and administration to plan extended school year programs.
19	Transfers due process files at the end of the year to appropriate building sites.
20	Works with case managers and administration in determining student placement for the following school year.
21	Oversees the general operation of the special education department and staff.
22	Responsible for keeping his or her portion of the website updated.
23	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Bachelor's Degree in Education with appropriate licensure from the Minnesota Department of Education.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of learning theory and approaches. • Knowledge of assessment procedures and techniques, test construction and evaluation methods. • Knowledge of subject material, concepts and issues related to grade/subject of instruction.
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Skills Required	<ul style="list-style-type: none"> • Skill in planning and developing lesson plans consistent with approved curriculum. • Skill in presenting complex materials and concepts in an understandable and level appropriate manner. • Skill in assessing and evaluating student performance and needs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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