

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

|                        |                        |              |                                                                  |
|------------------------|------------------------|--------------|------------------------------------------------------------------|
| Job Title:             | <b>Case Manager</b>    | Reports To:  | <b>Asst. Superintendent for Student Services and/or designee</b> |
| Pay Schedule/Range:    | <b>MEEA Contract</b>   | FLSA Status: | <b>Exempt</b>                                                    |
| Prepared/Revised Date: | <b>August 11, 2021</b> | Work Year:   | <b>School Year +8 (189 days)</b>                                 |

**SUMMARY:** The basic role of the Case Manager is to facilitate the IEP Evaluation Process at the assigned building(s). The Case Manager will work as a colleague with classroom teachers to support student learning and growth. The Case Manager will focus on facilitating the building's IEP Evaluation Process while also managing the day to day needs of the special education staff, general education staff, and all other staff who support students with diverse learning needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

| Job Task Descriptions                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Assists teachers in designing instructional lessons that integrate district curriculum and technology resources to support students with diverse learning needs.                                                                     |
| 2. Oversees, prepares for, and facilitates Eligibility/Evaluation meetings as the LEA Representative                                                                                                                                    |
| 3. Assists in the compilation and organization of student data to identify trends in district and school data for the purpose of improving student achievement                                                                          |
| 4. Communicates with and coordinates school psychologist evaluations, when necessary and appropriate.                                                                                                                                   |
| 5. Drafts IEP documents (when necessary and appropriate) to support the IEP Evaluation Process.                                                                                                                                         |
| 6. Seeks out resources to enrich teachers' skills in implementing the curriculum and integration of technology to support students with diverse learning needs.                                                                         |
| 7. Creates an environment of respect and rapport in working with all stakeholders                                                                                                                                                       |
| 8. Completes trainings and technical assistance for staff regarding the IEP Evaluation Process, supporting diverse learners, and the systems/programs utilized by the district for curriculum, interventions and evaluation programming |
| 9. Actively participate in professional organizations, committees, etc.                                                                                                                                                                 |
| 10. Perform other duties as assigned, including responding to emergency situations                                                                                                                                                      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Background in Special Education with a minimum of a Master's Degree in Education;
- Educational Leadership degree preferred, but not required
- Minimum of three years experience in a special education position; five or more years preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Valid Illinois Professional Educator License

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Advanced knowledge of drafting IEPs, running IEP meetings, and the evaluation of students with diverse learning needs.
- Advanced knowledge of content, curriculum and pedagogy and actively seeks opportunities to continue learning about curricular initiatives and instruction
- Advanced knowledge of multiple assessment measures and data analysis to identify trends in district and school data for the purpose of improving student achievement
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to promote and follow IDEA regulations, Board of Education policies, and District, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, direct staff regarding safety expectations, correct unsafe conditions/practices, and inform the Supervisor regarding any urgent conditions

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with office equipment such as telephones, copier, fax machine, E-mail, etc
- Operating knowledge of and experience with collaborative software such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                        |                                                               |                       |
|------------------------|---------------------------------------------------------------|-----------------------|
| <b>Reports to:</b>     | <b>POSITION TITLE</b>                                         |                       |
|                        | Assistant Superintendent for Student Services and/or Designee |                       |
| <b>Direct Reports:</b> | <b>POSITION TITLE</b>                                         | <b># of Employees</b> |
|                        | None                                                          |                       |

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.