

HYBRID CASE MANAGER JOB POSTING

POSITION INFORMATION

- Baker School District is currently seeking candidates for a 1.0 FTE hybrid position of Case Manager for the Special Education Department in the District for the 2025-2026 school year.
- This position is primarily virtual and employees work primarily remote in a home-based position. In-person services or meetings may occasionally be required.
- New hire orientation will be on Monday, August 11, 2025.

PROFESSIONAL REQUIREMENTS

This position requires the candidate to hold, or be eligible to hold, an Oregon Teaching License through TSPC with the proper endorsement.

SPECIAL EDUCATION CASE MANAGER POSITION EXPECTATIONS

- Perform initial, triennial, and other informal assessments primarily virtual in order to identify student needs.
- Schedule and attend online meetings and instruction with SPED/504 students, professional development, student/staff support, and data management in a primarily hybrid educational setting.
- Create assessment reports when appropriate.
- Develop Individualized Education Plan (IEP) in collaboration with IEP team members using the special education records management system TieNet program.
- Schedule and prepare all materials for IEP/504 meetings.
- Meet regularly in person/online to consult/collaborate with parents, staff, and service providers to ensure appropriate delivery of special education services and post regular online office hours.
- Maintain special education records to meet compliance guidelines.
- Teach/instruct students to ensure successful progress toward student's IEP goals.
- Communicate in person/online with parents about student progress and recommendations for homebased methods and materials; follows up on progress regularly.
- Collaborate with general education staff to support student's access to their least restrictive environment and the general education curriculum.

- Assist with implementation/understanding of accommodations/modifications.
- Provide consultation regarding students on 504 plans and those served by academic skills intervention programs.
- Attend staff meetings and professional development trainings.
- Interpret and apply legal mandates, policies and regulations pertaining special education and safe school operations.
- Maintain a high level of ethical behavior and confidentiality in all areas and especially when dealing with student and staff information.
- Perform other duties as assigned by the Supervisor.

CONTRACT INFORMATION

- The annual certified salary schedule for the 2025-2026 school year is \$61,206 - \$88,260, for 1.0 FTE for employees with an unrestricted TSPC license (\$45,905 annual salary for employees with an Emergency/Restricted TSPC License). Baker School District allows all teaching experience years within the U.S. (substitute years not included) and education to be used in placing the teacher on the salary schedule. Currently, teacher contracts are approximately 175 days with a four-day work week. Certified staff report for approximately one Friday per month for meetings and PD activities.
- Baker School District 5J offers a comprehensive and competitive benefits package with multiple choices available to employees. Benefits offered include medical, dental and vision insurance, life insurance, short- and long-term disability, long term care, tax-deferred retirement savings plans, and more. In addition, the District shall pay the six percent (6%) employee contribution (PERS) required by ORS 238.200 and ORS 238A.330. Insurance will be September 1, 2025.
- This position will begin at the start of the 2025-2026 school year.

DISTRICT POLICY

It is the district's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
- **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans' status, familial status, genetic information, disability, culture and/or financial status.