



Job Title: Special Education Case Manager
Reports To: Special Education Director
FLSA Status: Exempt

JOB SUMMARY

Under the direction of the Special Education Director, the Special Education Case Manager will support the instructional program for all students (Transitional Kindergarten through 12th grades) and provide academic, behavioral, and social intervention services to identified students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Perform initial, triennial, and other informal assessments in order to identify student need(s).
 2. 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.
 3. Create assessment reports when appropriate.
 4. Develop Individualized Education Plan (IEP) in collaboration with IEP team members using the special education records management system TieNet program.
 5. Schedule and prepare all materials for IEP/504 meetings.
 6. 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.
 7. Maintain special education records to meet compliance guidelines.
 8. Teach/instruct students to ensure successful progress toward student's IEP goals.
 9. Communicate in person/online with parents about student progress and recommendations for homebased methods and materials; follows up on progress regularly.
 10. Collaborate with general education staff to support student's access to their least restrictive environment and the general education curriculum.
 11. Assist with implementation/understanding of accommodations/modifications.
 12. Provide consultation regarding students on 504 plans and those served by academic skills intervention programs.
 13. Attend staff meetings and professional development trainings.
 14. Interpret and apply legal mandates, policies and regulations pertaining special education and safe school operations.
 15. Maintain a high level of ethical behavior and confidentiality in all areas and especially when dealing with student and staff information.
 16. Perform other duties as assigned by the Supervisor.
-

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend building meetings and events, i.e. staff meetings, district trainings, open house, professional development, and/or related in-service activities/workshops is required.

2. Participate in required TieNet and other webinars.
3. Serve on building and District and school committees and councils as requested by Supervisor.
4. Report issues to authorities as necessary, animal control, suspicious activity, etc.
5. Reports safety, sanitary and fire hazards immediately to supervisor.

SUPERVISORY RESPONSIBILITIES

This position may supervise student aides, educational assistants and volunteers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

QUALIFICATIONS

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.

- **Education, Certificates, Licenses, Registrations:** Must hold an undergraduate degree. Must hold a valid Oregon Teaching License with the appropriate endorsement and authorization for the assignment. Licenses and certificates as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card. Completion of SafeSchools online training required yearly.
- **Experience:** Demonstrated ability to successfully work with adolescent students and the public in online schooling and brick and mortar classes, using online curriculum and paper/pencil curriculum, and be knowledgeable about Oregon State Assessments and preparations for those exams. Student teaching also applies but is not considered for placement on the current salary schedule.
- **Interpersonal Skills:** Ability to establish and maintain cooperative working relationships. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate effectively and fluently verbally and in writing in English and carry out instructions. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community with tact, patience, and courtesy. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to provide students with an intuitive understanding of the concepts of math at the established grade-level standards.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Ability and proficiency in the usage of district assigned database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. A belief that all students can learn.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may be required to stand and stoop, kneel, crouch or crawl. The employee may regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee would also need to have the ability carry and load computers and supplies into/from their car to assist in the delivery of supplies. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt, licensed employee you will occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment may be in a school that combines a standard office setting with standard office equipment (fax, copier, phone, computer, etc.). The noise level in the work environment is usually moderate but occasionally high depending upon student population and activities. The work requires travel to and from homes/agencies/schools/District Office during the work week and may be required to travel to other regions of the state for regular meetings. The employee may be exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Prepared Date: May 2024

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date