Canton Public School District
Job Description
Case Manager

QUALIFICATIONS:
1. Master's degree in special education or job-related field
2. A minimum of five (5) years of experience in special education
3. Ability to communicate effectively orally and in writing

REPORTS TO: Director of Exceptional Services

JOB GOAL: To organize and direct the development and implementation of an educational program for students with disabilities; ensuring that educational opportunities for identified students are met; coordinating procedures for student identification and assessment, procedural safeguards, personnel development and training, curriculum development, technical assistance, family/parent education and program effectiveness; providing educational resources to all staff.

PERFORMANCE RESPONSIBILITIES:

- Insure the assessment and placement process of all students recommended for exceptional services.
- Insure the following steps occur sequentially and regulations outlined in Sections IV of IDEA 2004:
  - Parent conference
  - Assessment Team is appointed
  - Comprehensive Assessment is conducted
  - Assessment information is reviewed and report written.
  - Assessment data are submitted to appropriate person within the timelines.
  - Transmittal of data between multidisciplinary teams occurs within timelines and that the presence or absence of a disability is determined by MDET
  - IEP committee is appointed
  - Notice of Committee Meetings
  - Notice of Initial Placement is given to parents and receipt verified and documented
  - Parents are given the opportunity to attend a meeting to develop the IEP
  - IEP is developed in a meeting with required personnel within 30 days of the eligibility determination
  - Written parental permission is obtained for placement
  - Child is placed in an appropriate program
  - Reevaluation is conducted appropriately, and
  - Justification is on file when timelines are not met

- Plans for and makes personal visits.
- Participates in screening activities.
- Keeps records on home visits.
- Coordinate preschool screenings.
- Assist with interagency agreements.
- Attend and participate in Child Study Team meetings for the Preschool program.
- Oversee preschool special education caseload assignments and supervise due process compliance, including, but not limited to the dissemination of special education communications and documents within mandated timelines.
- Schedule preschool team meetings including initial evaluations, re-evaluations, and meetings to review the results of educational evaluations.
- Review and monitor student Individualized Educational Programs (IEPs) in accordance with state and federal due process requirements, including required written parental notifications within mandated timelines.
- Provide consultation to staff, parents and outside agencies relative to special education procedures and programs.
- Coordinate transition from preschool to kindergarten; notification and facilitate transition.
• Provides training to parents, preschool staff, regular education teachers for the purpose of information relative to preschool programming and technical assistance.
• Communicate daily with the Director of Exceptional Services relative to the status of preschool program and the referral to placement process.
• Communicates with parents, teachers, providers and other specialist for the purpose of providing optimal intervention/instructional strategies and generalization across environments.
• Maintain on-going communication with all teachers and staff and maintain a positive, nurturing, collaborative and consultative-type relationship.
• Demonstrates positive interpersonal relationships.
• Other duties as assigned by the Director of Exceptional Services, Superintendent, or Superintendent's designee.

Signature ___________________________ Date _______________________

Terms of Employment: Salary and work year will be established by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel.

In employment, job assignment, and employee/employer relations, no procedure shall discriminate against any employee on the basis of age, race, color, creed, gender, religion, national origin, or disability.