



# HUMAN RESOURCES

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## JOB DESCRIPTION

**Job Title:** Special Education Case Worker

**Salary Block:** Admin. Technical Support  
Pay Grade 4

**Reports To:** Director of Special Education

**Wage/Hour Status:** Exempt

**Terms of Employment:** 187 days

**Funding:** IDEA, Part B Formula  
(Continued employment contingent upon funding)

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**Minimum Qualifications:**

- High School Diploma, GED, or equivalent
- Experience with the special education process (preferred)
- A minimum of three (3) years clerical experience (preferred)
- Valid Texas Driver's License

**Special Knowledge/Skills:**

- Knowledge and understanding of the A.R.D. process
- Excellent organizational, communication, and interpersonal skills
- Computer skills
- Ability to speak, read, and write in the English Language
- Bilingual skills preferred
- Ability to communicate effectively (orally and written)
- Ability to perform basic arithmetic
- Proficient technology skills; excel, word, email, online programs.

**Primary Purpose:**

Provide positive, responsible special education liaison services between the home and school in accordance with special education law, federal and state guidelines.

**Performance Responsibilities and Duties:**

1. Fully explain Procedural Safeguards and ARD process to parents upon initial referral for special education evaluations as per state and federal regulations.
2. Obtain consent for initial evaluations and Medicaid consent for the district's SHARS reimbursement program.
3. Draft ARD notices, contact parents, and confirm participation through various modalities such as but not limited to phone calls, email, home visits, etc.
4. Ensure campus ARD calendar is followed, updated, and shared with required stakeholders.
5. Distribute and collect all documents from parent(s), teacher, nurse, and administrator(s) required for a student's re-evaluation or additional testing and ensure all items have been submitted into the online special education program for evaluator's review.
6. Distribute and collect confidential documentation pertaining to psychological evaluations.
7. File and maintain eligibility reports necessary to ensure appropriate identification of services for outside agencies.
8. Serve as a liaison for parents to increase their understanding, constructive participation in their child's education, and to assist them in gaining knowledge and use of available and appropriate resources.

9. Make home or place of employment visits to gather information relating to students.
10. Maintain a professional level of confidentiality concerning contents of student eligibility folders and other information regarding students.
11. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
12. Comply with all district, campus, state and federal regulations and timelines as mandated for evaluations and ARD meetings.
13. Effectively communicate with colleagues, adult students, campus personnel, and parents.

**Other:**

14. Maintains a professional level of confidentiality concerning personnel and students.
15. All duties assigned must meet federal and state standards, district policies and procedures related to activities in compliance under Federal Program requirements.
16. Upholds and adheres to safety rules and policies of the CISD safety program.
17. Supports the goals and objectives of the school district and follows all district policies.
18. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
19. Performs any other duties as assigned by the appropriate supervisor.

**Working Conditions:**

**Mental Demands / Physical Demands / Environmental Factors:**

Maintain emotional control under stress. Repetitive hand motion; prolonged use of computer terminal; works with frequent interruptions. Regular district wide travel to multiple work-related locations as assigned.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Employee's Signature

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Date