



DAVINCI ACADEMY SPECIAL EDUCATION CASE MANAGER - SOCIAL SKILLS/EMOTIONAL REGULATION FOCUS JOB DESCRIPTION

Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

POSITION TITLE: Special Education Case Manager - Social Skills/Emotional Regulation Focus

REPORTS TO: Director of Teaching and Learning

POSITION OBJECTIVE: The Special Education Case Manager - Social Skills/Emotional Regulation Focus is responsible for providing direct and indirect services to qualifying students based upon state and federal requirements in the areas of emotional learning skills, social skills, relationship skills and decision making. The Special Education Case Manager - Social Skills/Emotional Regulation Focus supports the assessment process to determine student need, interprets informal and standardized measures, and participates in the development of individualized educational program plans for students with eligible needs. This position also works with the School Counselors and other staff members to instruct and support all students in areas of social, emotional, family systems and other supports as it aligns with the mission, vision, pillars of DaVinci Academy.

RESPONSIBILITIES:

Collaboration

- Be solution focused and a team player
- Work with a variety of team members, while maintaining data privacy regulations, to further student progress and success during unique or challenging situations
- Collaborate with administration on a regular basis

- Develop and maintain positive cooperative working relationships with the DaVinci Academy community, which includes faculty, administration, staff, families, students and board members
- Knowledge of Google digital formats and other useful digital resources to provide educational intervention and support
- Regularly provide positive communication to parents via notes, phone calls, emails, conferences, etc.
- Maintain and improve professional skills by participating in faculty meetings, various staff development opportunities and formal coursework in an effort to stay current with best practices
- Collaborate with colleagues to reflect on effective teaching practices and work to continually improve skills
- Serve as a member of the building Crisis Intervention Team
- Actively participate in the Q Comp program by attending, and being on time for, PLC meetings and frequently contributing ideas that further the school's mission
- Display a willingness to be observed on a regular basis and accept feedback and coaching from team leads and the administrative staff
- Assist SpEd students with building social and emotional regulation skills
- Assist classroom teachers in developing and implementing classroom adaptations and mainstream interventions

Due Process

- Responsible for case management of special education students
- Initiate, facilitate, and execute students' Individual Education Plans (IEPs)
- Complete required Due Process procedures within mandated time frames
- Develop IEPs based on assessment data and student need
- Develop and provide programming based on IEPs
- Facilitate IEP team meetings
- Collect data for reporting student progress on IEP goals
- Write and implement student behavior intervention plans
- Assist Paraprofessional Coordinator with the planning and coordination of the work of the special education paraprofessionals
- Use data to drive instruction
- Demonstrate positive leadership and problem solving skills through effective case management of students on caseload
- Perform other duties as assigned

EDUCATION AND EXPERIENCE

- Valid Minnesota Teaching License (or ability to obtain), preferred Tier 3 or Tier 4, in relevant field required. (ABS, ASD, EBD, or SLD licensure preferred)
- Knowledge of various assessments
- Display a positive attitude and be a problem solver
- Collaborate with a variety of team members
- Demonstrate excellent oral and written communication skills

- Commitment to equity and demonstrated ability to work with students with diverse backgrounds and needs
- Show initiative and function as a self-starter
- Curriculum planning/alignment and instructional experience
- Willingness to identify, interpret and follow school policies and procedures
- Show initiative and function as a self-starter
- Physical demands: able to stand for long periods of time, ability to lift 50#

Position Information:

- Salary Range: \$63k-\$85k per year
- Duty Days: Modified year round, 187 duty days per year
- Time Off: 3 days of PTO, and 10 days sick time to accrue
- Benefits eligible
- Start Date: immediate

DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>