CASE MANAGER
(FORMER PROGRAM SPECIALIST, EXCEPTIONAL EDUCATION (SPECIAL))

QUALIFICATIONS

- A minimum of a Master’s degree in special education, regular education with experience in remediation, or a related human service field
- A valid AA teaching license through the Mississippi Department of Education
- Teaching experience preferred

REPORTS TO
Program Services Coordinator

SUPERVISES
N/A

JOB GOAL
To assist in assuring that a free appropriate public education is provided in accordance with the IEPs of students with disabilities and educational benefit from services is exhibited by progress monitoring

ESSENTIAL FUNCTIONS

- Maintains a working knowledge of the current State and Federal mandates for student with disabilities as well as ESS procedures
- Establishes and maintains a close working relationship with school administrators, teachers, support staff, and parents to ensure appropriate programming is provided for students with disabilities
- Monitors continuous improvement of student achievement and teacher performance regarding the implementation of services for students with disabilities in accordance with ESS procedures
- Attends IEP meetings and other related meetings, as appropriate, to assist school personnel and parents with programming and services for children with disabilities
- Assists in addressing issues between schools and parents to reach appropriate resolutions
- Stays abreast of best practices in the provision of academic instruction and learning strategies as well as inclusion services
- Provides ongoing training to school staff regarding programming, learning strategies and requirements in relation to students with disabilities
- Conducts ongoing modeling with classroom teachers regarding effective teaching instruction and the teaching of the various learning strategies for students with disabilities
- Observes teachers and students to determine the effectiveness of instruction
• Reviews student educational records to determine if required data related to special education is appropriately documented and assists special education teachers with corrective actions

• Ensures the timely development/implementation of initial IEPs, the revision of IEPs and the reevaluation process

• Maintains schedule and accountability of service provision in accordance with EES requirements

• Assumes primary responsibility for assigned materials and equipment

• Performs other related duties as requested or assigned

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel

**SALARY INFORMATION**

Classification: Program Specialist, Exceptional Education (SPECIAL)

Scale: Administrative Salary Scale

Grade: D

Days Employed: 189 per school year (Days are subject to change for the 18-19 SY)

Range: $42,200.00 - $65,000.00

Overtime: Exempt

**CODES**

MS Personnel/Accreditation Data: 131006 (Case Manager)

JPSD Job Position Title: