

SPEED JOB DESCRIPTION

Job Title

Case Manager

Supervisor:

Principal/Program Supervisor

Position Guide

Certified – Non Exempt

Salary Range

In compliance with SEA Bargaining Agreement

Qualifications

- Hold an Illinois Professional Educator License with LBS1 certification and/or appropriate subject matter endorsement
- Demonstrate excellence in verbal and written communications.
- Experience with collaborative groups and processes in a student-centered environment.
- Experience conducting IEP meetings.
- Experience using technology based IEP systems
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

Essential Duties

1. Consult with staff members and administration on potential referrals, annual student IEP's and follow-up with recommendations. Assist in the development of behavioral intervention plans.
2. Schedule and facilitate IEP conferences and eligibility conferences.
3. Manage the caseload student information database of the district's IEP system and submit required reports.
4. Act as a liaison to transdisciplinary team for parent and/or staff concerns.
5. Deep knowledge and understanding of state and federal laws related to special education.
6. Train staff members on the use of the district's IEP system.
7. Use the IEP process and procedures, as per state and federal law, to determine eligibility for special education and to develop an appropriate IEP to meet identified student needs. Monitors and assesses student progress in order to provide feedback on a regular basis to students, their parents and supervisory personnel.
8. Seeks appropriate in-service and professional development. Works within the policies and regulations of the SPEED Governing Board and member school districts; Illinois public acts and regulations as described by the Illinois State Board of Education (ISBE) and serviced by the South Cook ISC4; and applicable Federal laws, regulations and guidelines applicable to the education of students.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Other duties may be assigned.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.

- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

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...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 180 Days
- Collective Bargaining Agreement Position

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date