



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Special Education District Case Manager

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in Special Education or other Special Education field
2. Minimum of three years' teaching experience, or additional professional experience in an education setting
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Director of Special Education, Gifted and Testing Services

JOB GOAL

To ensure the completion, accuracy, and compliance with local, state, and federal regulations of all aspects of the referral to placement process and Individualized Education Plan development

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Assist teachers in the development of Individual Education Plans for special education students
2. Evaluate Individual Education Plans for compliance with local, state, and federal regulations
3. Assist the Director of SPED on providing professional development and consultation to teachers on IDEA compliance
4. Assist in data collection for reporting purposes, including MSIS
5. Coordinate activities and timelines relative to the referral to placement process
6. Assist in development and implementation of transition services
7. Work with parents of children referred for special education services
8. Serve as a member of the district assessment team
9. When directed, serve as a member of the IEP Committee as a district representative
10. Assist in in-school and out-of-school Child Find
11. Assist assessment personnel with data needed for completing assessments
12. Perform other duties as assigned

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Reflect on practices and devise methods of program improvement

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state and federal guidelines
2. Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education
3. Submit required reports efficiently, promptly, and accurately

TERMS OF EMPLOYMENT

In accordance with the recommendation of the Director of Special Education, Gifted and Testing Services as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.