

Sunflower County Consolidated School District

Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Case Manager

QUALIFICATIONS:

- Master's Degree in Exceptional Education or related field preferred
- Must have a valid Mississippi teacher certificate
- At least five years of teaching experience in Exceptional Education
- Ability to follow the referral to placement process and knowledgeable of the eligibility criteria Exceptional Education services

REPORTS TO: Exceptional Education Director

SUPERVISES: N/A

JOB GOAL: To provide leadership, coordination, and innovation to Exceptional Education programs so that students may derive maximum benefit from the continuing pursuit of Exceptional Education services

PERFORMANCE RESPONSIBILITIES:

- To serve as liaison between the schools and the Exceptional Education Director in regard to implementation of IDEA
- To be responsible for assisting the Exceptional Education Director in compiling and submitting data required by the Mississippi Department of Education in regard to children with disabilities
- To coordinate and process referrals, reevaluations, and placement procedures by the Multidisciplinary Evaluation Eligibility Team (MEET)
- To help maintain current, accurate information pertaining to students with disabilities for assessment/evaluation and to continue to track the folders as they go through the assessment/evaluation process
- To help maintain current, accurate information pertaining to students with disabilities, students and teachers, including IEP training for teachers and maintain a system for annual IEPO monitoring
- To ensure that parents and classroom teachers are informed of the LSC and MEET meetings
- To report all deficient record keeping to the Exceptional Education Director and to do follow ups to ensure that the deficiencies are corrected – this includes completing random IEP audits in all schools
- To make suggestions to classroom teachers when needed
- To assist in conducting Child Find activities and other data required by MD" E in regards to students with disabilities
- To assist in the acquisition of appropriate instructional materials for Exceptional Education teacher for delivery of specialized instruction to students with disabilities

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- To answer questions in absent of Exceptional Education Director
- To assume additional responsibilities when deemed necessary by the Exceptional Education Director

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)