

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Case Manager, K-8
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Principal/Executive Director
SALARY RANGE:	Commensurate with Education and Experience
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	10 Months

POSITION DESCRIPTION

Under the general direction of the Principal/Executive Director, the Case Manager will ensure Special Services Department provides an individualized education program for students identified with special needs that focuses on functional, academic, social, and critical skill development. All students are mainstreamed to the maximum extent possible.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Work with education specialists to develop individual education programs for students based on their IEPs.
- Provide input in the selection of core curriculum materials to ensure that each student has full access to the range of subjects provided to other students at the same grade level.
- Oversee provision of group, small group, and individual instruction and provide feedback to resource specialist teachers.
- Assist in development of an appropriate classroom environment which will promote positive student behavior, attitudes, and social skills.
- Develop and maintain students' Individualized Education Plans (IEP).
- Complete mandatory reporting as required by state and federal guidelines.
- Complete special education paperwork accurately, according to regulations and on time.
- Oversee annual evaluation of student progress in revision of the student's IEPs.
- Ensure that IEP meetings are conducted within mandated timelines.
- Assist education specialists in making data-driven instructional decisions to improve student outcomes.
- Maintain progress records, report cards and progress toward IEP goals.
- Communicate and coordinate special needs evaluation and testing with the principal.
- Facilitate and attend selected meetings, including but not limited to, staff meetings, IEP meetings and parent conferences.
- Collaborate with school personnel, agencies and community agencies (e.g. social service agencies, caretakers, etc.) for the purpose of developing and modifying the program to maximize the quality of student outcomes, developing solutions and planning curriculum
- Assure that records of students with special needs are confidentially maintained.
- Maintain professional competence through participation in in-service education activities or self-selected professional growth activities.

- Assists other personnel within the Special Services Department as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties and responsibilities as assigned by the principal or designee.

MINIMUM QUALIFICATIONS

Education:

- Bachelor's degree including all courses needed to meet credential requirements; appropriate California Teaching Credential (Education Specialist); Cross-cultural Language and Academics Development (CLAD) Certification or Bilingual Cross-cultural Language and Academics Development (BLCAD) Certification or EL Authorization, NCLB Certificate of Compliance.
- One year successful teaching experience.

Knowledge, Skills, and Abilities:

- **SKILLS TO:** Develop and maintain accurate IEPs, records, reports and other legally required documents, effectively plan and manage projects.
- **KNOWLEDGE OF:** Response to Intervention, Federal and state laws/regulations concerning special education, stages of childhood development, principles, practices, trends, goals and objectives of public education, philosophical, educational, fiscal, and legal aspects affecting special education, theories and strategies related to effective classroom management and instruction; curriculum and instruction design and delivery systems specific to special education.
- **ABILITY TO:** Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, communicate effectively in oral and written form, establish and maintain cooperative organizational, public, and educational community relationships. Be attentive to detail; meet deadlines and schedules; and work under time constraints. Adhere to safety practices.

Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.