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**TITLE:** Special Education Case Manager

**QUALIFICATIONS:** A master's degree in special education.  
A valid teaching certificate.  
A minimum of five years teaching experience in special education.

**REPORTS TO:** Superintendent, Director of Special Education, and/or the Superintendent's designee.

**JOB GOAL:** To provide leadership, coordination, and innovation to special education, so that each student may derive maximum benefit from the continuing pursuit of special education services.

**Professional Responsibilities:**

1. Serves as liaison between the schools and the Director of Special Education.
2. Coordinates and processes referrals, re-evaluations, and placement procedures by the Multidisciplinary Evaluation/Eligibility Team (MET) and assures proper functioning of the MET.
3. Keeps a record of folders turned in to the special education office for testing and continues to track the folders as they go through the testing process.
4. Helps maintain current, accurate information pertaining to special education students and teachers.
5. Ensures that the parent(s) and classroom teachers are informed of the MET and RST ruling and makes suggestions to the classroom teacher.
6. Participates in and assists with the coordination of site visits and responds to the results of site visits.
7. Reports all deficiencies in record keeping to the Director of Special Services and follows-up to insure that deficiencies are corrected.
8. Delivers special education services to the schools, indicated by principals to the Director of Special Services, as being in need of help.
9. Works with the nurse, school psychologist, psychometrist, and principals in order to maintain a list of students awaiting testing.
10. Answers questions in the absence of the Director of Special Services.
11. Supplies all data required by the Mississippi Department of Education in regards to exceptional children.
12. Attends special service meetings:
  - a. Teacher Support Team (TST) meetings as a resource consultant – upon request.
  - b. Individualized Education Program (IEP) meetings

- c. Multidisciplinary Evaluation/Eligibility Team (MET)
  - d. Professional Development meetings.
  - e. Other meetings as directed by the Director of Special Services
13. Performs hearing/vision examinations when the nurse or speech pathologist is not available.
  14. Assists regular education teachers with instructional interventions and accommodations for special needs children.
  15. Provides guidance to teachers in completing the Teacher Narrative form.
  16. Conducts Child Find.
  17. Schedules and holds parental intakes for all out of school children, ages 3-5.
  18. Schedules private school evaluations and follows up on services being provided to the students.
  19. Checks referral folders for completed information before they are sent to the Special Education Director for assessment.
  20. Provides in-service training for teachers (referral to placement process, interventions, and modifications, etc.)
  21. Assists in developing classroom rolls for special education teachers.
  22. Monitors paperwork of special education teachers (timelines, re-evaluations, initials, transfer within the district, out-of-state students, etc.).
  23. Oversees testing procedures.
  24. Assists students and parents with transitions (from Headstart to elementary to middle school to high school educational programs).
  25. Ensures the IEP corrections of all special education teachers, prekindergarten through 11<sup>th</sup> grade.
  26. Familiarizes the procedures for disciplinary actions (manifestations, functional behavior assessments (FBA), and behavioral intervention plans (BIP)).
  27. Follows the proper chain of command when necessary.
  28. Makes sure that all end-of-year information (including IEPs and WPNs) are checked thoroughly and corrected when necessary.
  29. Ensures all documentation on special education students is kept confidential.
  30. Submits weekly reports to the Director of Special Education; due each Friday.
  31. Performs any other tasks as required by the Superintendent of Education, Director of Special Education, and/or the Superintendent's designee.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Terms of Employment:** 225 days per year. Salary and work year will be established by the School Board of Trustees.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**