



## **Job Description – Special Education Case Manager**

**Department:** Special Education

**Job Status:** Full time

**FLSA Status:** Non-Exempt

**Reports To:** Special Education Coordinator

**Pay Grade:** 4

**Work Days:** 205

### **POSITION SUMMARY**

Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs.
- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts, to help children who face problems such as disabilities, abuse, or poverty.
- Maintain case history records and prepare reports.
- Counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required.
- Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions.
- Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services.
- Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.
- Arrange for medical, psychiatric, and other tests that may disclose causes of difficulties and indicate remedial measures.

- Collect supplementary information needed to assist client, such as employment records, medical records, or school reports.
- Determine clients' eligibility for financial assistance.
- Conduct social research.
- Set up all District ARD meetings, manage ARD calendar
- Maintain an accurate database of District ARD meetings. Follow State/Federal guidelines for ARD meetings.
- Monitor RSCCC system for REED/Annual expiration dates on all new students transferring to the School of Excellence in Education.
- Monitor Saenz/Hawkins students temporarily while general education teachers provide information at ARD meetings
- Receive/distribute and maintain special education inventory database
- Submit purchase orders through RSCCC as directed by the Special Education Director
- Answer phone calls, take messages for the Coordinator/Director
- Maintain special education students files at Saenz/Hawkins and District Audit files
- Attend meetings, programs, and in service training as required.
- Report to work in a timely manner as per assigned work schedule.
- Perform other related duties as assigned by the school management

**Other Functions:**

- Predictable and regular attendance
- Work cooperatively with others
- Deal politely with members of the public
- Juggle several tasks at once
- Arrive to work on time
- Work on site
- Work in a stressful atmosphere
- Other tasks as deemed appropriate by District

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Energetic - Ability to work at a sustained pace and produce quality work.

- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.

## **SKILLS & ABILITIES**

**Education:** Minimum Associate's Degree preferred

**Experience:** One to two years special education experience

## **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

## **PHYSICAL DEMANDS**

Ability to lift and carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the district, and possess visual acuity. May experience prolonged and irregular work hours and work with frequent interruptions.

**WORK ENVIRONMENT**

Office environment in a controlled atmosphere building.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.