

Laramie County School District #2
Spring 2015

Title: Special Education Case Manager

Qualifications:

1. Wyoming Certification, Special Education Endorsement
2. Five Years Experience in educational areas related to special education
3. Masters degree required

Terms of Employment:

1. 195 days
2. Designated by contract
3. Specialist Salary Schedule
4. Knowledge of I.D.E.A.

Reports to: Director of Special Services

Essential Functions:

1. Ensures legal requirements are met through the referral and IEP process.
2. Communicates the legal requirements to parents, staff, and others.
3. Remains current on latest policy and law changes affecting special education.
4. Follows the procedures and processes identified through Wyoming Chapter 7 rules and regulations.
5. Schedules, organizes and attends all MDT/IEP meetings.
6. Completes paperwork correctly while meeting deadlines and remaining current on WDE required elements.
7. Maintains confidentiality of student information and records.
8. Demonstrates the ability to work with parents and students as well as work with people from diverse backgrounds.
9. Facilitates effective communication during IEP meetings and uses effective conflict mediation strategies.
10. Keeps Director of Special Services informed about issues and problems.
11. Works directly with the Director of Special Services in cases of personnel and/or when significant district funds may be committed.
12. Assists in monitoring to determine if IEP's are implemented and communicates relevant information to the Director of Special Services.
13. Facilitates the transition of students as they move from level to level.
14. Communicates effectively and serves as a liaison between the school and various parties
15. Serves as an advocate for the needs of students.
16. Is knowledgeable of tests, assessments, eligibility requirements, and reporting methods used in the district.
17. Provides consultation to building staff regarding the IEP process, accommodations, modifications, and assistive technology.
18. Assists in staff development activities related to special education.

19. Assumes individual responsibilities assigned by the Director of Special Services which may relate to committee work, or other planning and profession assignments.
20. Provides technical assistance with the special education management system to service providers.
21. Schedules and chairs monthly special education planning meetings throughout the district.
22. Proficient with Special Education management system
23. Contacts outside agencies to attend MDT/IEP meetings.
24. Other duties as assigned by the Director of Special Services.