



YAZOO COUNTY SCHOOL DISTRICT

Case Manager JOB DESCRIPTION

- POSITION TITLE:** YCSD Case Manager
- TITLE of SUPERVISOR:** Special Education Director
Student Services Director
- SALARY:** Salary is reflective of the Yazoo County School District Salary Schedule.
- QUALIFICATIONS:**
- (1) Must have a valid Mississippi teaching license with the appropriate endorsement;
 - (2) Minimum of three years classroom traditional/non-traditional teaching experience;
 - (3) Must have experience working in the special education environment as a teacher and/or in some similar capacity; and
 - (3) Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

JOB SUMMARY:

It is the case manager's responsibility to ensure that timelines and scenarios involving special education services and related services are provided to the child as outlined in the child's IEP document.

SCHEDULING MEETINGS AND DEVELOPING IEP DOCUMENTS:

- (1) Send Notice of IEP Team Meeting to ALL invited members 7 calendar days before the meeting date and document all responses (i.e., administrator, parent, related service providers, general education teachers, student at age 16);
- (2) Arrange for meeting room and teacher coverage if necessary;
- (3) Gather input/data and help the teacher(s) draft the online IEP;
- (4) Conduct team meetings to review drafts;
- (5) Assists in helping finalize IEP;
- (6) Assist in providing copies to parents;

- (7) Assist in sending the IEP with original signatures to Special Education Department within 5 school days; and
- (8) Return student(s) original SPED school file (brown folder) to locked cabinet/room.

MANAGING THE CASELOAD OF THE DISTRICT:

- (1) Ensure and confirm that each student has a special education folder;
- (2) Contact the Special Education Department at the District office if information is missing or incomplete;
- (3) Verify that each IEP is current (no more than 365 calendar days since last IEP review);
- (4) Read and review each IEP when appropriate and necessary;
- (5) Disseminate IEP information to general education teachers and relevant service providers (e.g., therapists, bus driver, etc.); and
- (6) Provide to all general education teachers and obtain signatures on Verification of IEP Dissemination form or similar document.

PROVIDING CASE MANAGEMENT SERVICES:

- (1) Provide direct/indirect services to students on roster if assigned and necessary;
- (2) Collaborate with each general education teacher(s) and service provider(s) regarding student progress and needs;
- (3) Prepare and mail dated IEP Progress Reports in accordance with school's Progress Reports/Report Cards schedule if assistance is needed from a teacher;
- (4) Assists in helping to maintain copies of each IEP Progress Report in students' files;
- (5) Assists and give guidance in the completion of transition activities for students age 16 and older; and
- (6) Assists, if needed, in developing and monitoring Behavior Intervention Plans and participate, when appropriate, in Functional Behavior Analysis activities, Manifestation Determinations, as needed.

GENERAL DUTIES AND RESPONSIBILITIES:

- (1) Assures compliance with procedural requirements;
- (2) Communicates and coordinates among home, school, and other agencies, regular and special educational programs;
- (3) Facilitates placement;
- (4) Establishes a mechanism to communicate with parents (i.e., notebook, phone log, e-mail, fax, etc. ;
- (5) Communicates all decisions, plans and policies to parents and team members and advocates;
- (6) Communicates needs of the student's safety and welfare to all team members;
- (7) Establishes ongoing communication with parents for student progress and/or concerns;
- (8) Documents parent communication plan and establishes a system of documentation of contacts;
- (9) Provides referral form to teacher who is referring a student for comprehensive assessment;
- (10) Collaborates with general education staff regarding pre-referral interventions;
- (11) Assures that the referral form from the teacher is complete and ready for the special education meeting;

- (12) Follows district guidelines for the identification, assessment and individual educational plans from referral-to-placement for students qualifying for or receiving special education services; and
- (13) Any other job duty assigned by the Superintendent of the Yazoo County School District.