



**Job Title:** Special Education Case Manager/Teacher  
**Pay Grade:**  
**Reports To:** Principal

**FLSA Status:** TBD  
**Employment Status:** At Will  
**Date Created/Updated:** 3/7/2017

### **General Responsibilities**

Ensure that special education services and related services are provided to the student as outlined in their Individualized Education Plan (IEP). The Special Education Case Manager/Teacher will verify that IEP services are implemented in compliance with federal, state, and district regulations. Responsible collaborating with general education teachers to coordinate efforts to support the students academic learning environment. Coordinate and monitor the delivery of special education services. Prepare and update all Admission, Review, and Dismissal (ARD) paperwork. Willing to provide inclusion and/or resource services. Must be committed to Katherine Anne Porter School vision, mission, and core values.

### **Qualifications**

Valid Texas Teacher Certification in Special Education  
All Level certification (preferred)  
Criminal Justice Fingerprint/Background Clearance

### **Experience**

3-5 years experience (preferred)

### **Skill Requirements**

This position requires knowledge in IDEA-B regulations and guidelines as well as district policies, regulations, and procedures.

Use of eSped or other Special Education database.

Candidate must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide/receive constructive feedback.

Strong understanding of social and emotional needs, development and learning.

Candidate should demonstrate effective organizational and interpersonal skills.

Ability to establish and maintain relationships with staff, students, and parents.

Willingness to be flexible and go above and beyond to meet the needs of Katherine Anne Porter School's students.

Meet established deadlines and be able to professionally handle high stress deadlines.

### **Performance Requirements**

- Serves as a member of a multidisciplinary team
- Stay current on Special Education Regulations and IDEA-B regulations and share information with administrators, general education teachers, and others deemed appropriate.
- Identify all special education students upon enrollment.
- Create/ensure each special education student has a folder.
- Maintains and secures all special education records in fire proof cabinet as required.
- Prepare/develop IEP and documentation within the E-SPED electronic system.
- Prepare and distribute IEP report cards as required under IDEA-B.
- Develop all Behavioral Intervention Plans (BIP) with the assistance of a Licensed Specialist in School Psychology (LSSP).
- Schedule all IEP/ARD meetings as needed based on IDEA-B regulations and guidelines.
- Prepare for ARD meetings by collecting data and documentation from general educators, licensed professionals, and administrators to have available for the ARD committee at scheduled meetings.
- Notify other required personnel of ARD/IEP meetings in timely manner.
- Send notices to parents, teachers, administrators, and other members of the ARD team prior to IEP meeting as required under State Special Education guidelines and IDEA-B guidelines within legal timeframes.

- Provide direct and indirect instructional support to students in order to meet IEP requirements.
- Provide behavior redirection and/or crisis intervention as needed for students and those served in the inclusive setting.
- Monitor timelines regarding Full Individual Assessment (FIE) and re-evaluations.
- Provide inclusion, resource, and support services.
- Assist in preparation of data for local, state, and federal reports.
- Should this position be federally funded under IDEA-B, time and effort logs/reports may be required daily, weekly, or on a monthly basis.

### **Physical and Work Environment**

- Serves are generally provided within a standard classroom environment.
- Assist students, teachers, administrators, and parents when called upon
- Coordinate workflow and task completion within the school
- Some movement throughout the classroom may be necessary to facilitate learning.
- Light lifting of materials and other objects associated with classroom environment is required (e.g., books, teaching aids, 20-40 lbs).
- May be required to pick up students, restrain students as needed, and spend large quantities of time on the floor sitting, squatting, and/or kneeling.
- Candidate should be willing to contribute directly or indirectly to the development of children both inside and outside the classroom, which may include working hours in addition to the regular school day.

### **Personal Work Relationships**

- Candidate receives administrative supervision and is typically evaluated formally one time per year.
- It is expected that less experienced candidates will receive additional guidance on instructional matters and that those with more experience will serve as mentors, providing suggestions, guidance, and assistance as appropriate or necessary.
- It is expected that some candidates will be more involved in planning and coordinating departmental activities.
- Supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems.
- Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.

### **Additional Information**

This job description is not an employment agreement or contract. Katherine Anne Porter School has the exclusive right to alter this job description at any time without notice.

This position is exempt from the Fair Labor Standards Act (FLSA). The office hours are 7:45 a.m. to 3:45 p.m., however, the Chief Academic Officer from time to time may work an extended schedule, including weekends and evenings according to demands of the role and tasks.

In accordance with applicable laws and Katherine Anne Porter School policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.