

**FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Special Education Case Manager

JOB GOAL: Ensure that each child has the opportunity to develop to his or her fullest potential in an academically challenging, supportive, and safe environment.

QUALIFICATIONS: Proper Certification/eligibility certificate from the New Hampshire Department of Education
Highly qualified teacher requirement in the area of teaching, as appropriate
Minimum of a bachelor's degree
Ability to establish and maintain an effective working relationship with colleagues, supervisors, parents, students and the general public
Knowledge of general and special education techniques and methods
Ability to work with students with educational disabilities
Ability to use data to drive instruction that requires adapting the method used to the needs and learning style of the students
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

REPORTS TO: The director of Special Education/The Building Principal

PERFORMANCE RESPONSIBILITIES:

- Develop and monitor implementation of individualized educational plans.
- Oversee and monitor the in school placement of students.
- Provide direct instruction in reading, writing, mathematics and organizational and study skills, etc. when appropriate and indicated on an IEP.
- Establish meeting dates according to regulations, contact parents, disseminate meeting notices for the following meetings: evaluation and re-evaluation planning, IEP development, placement, and monitoring.
- Complete full academic evaluations including appropriate written reports, within the timelines outlined within the regulations.
- Process all paperwork related to the special education process, providing copies to appropriate personnel.
- Consult with teachers in regards to modifications and student progress, as necessary.
- Provide regular progress information to students and parents.
- Complete Medicaid forms, as appropriate, in a timely and efficient manner.
- Monitor and assign tasks to special education assistants working with students in case load.
- Have an understanding of and comply with any state and/or federal regulations regarding special education or the role of the special education teacher.
- Assist with 504 students when necessary.
- Respect confidentiality.
- Any other duties as assigned by administration.

DISCLAIMER:

This job description lists the general duties and is not intended to list every specific function required.