

Evanston Township High School
Job Description
Special Education Case Manager

The Special Education Case Manager provides case management support to students receiving special education services.

Reports to: The Director of Special Education, Assistant Directors of Special Education, and Special Education Department Chair.

Qualifications:

LBS1 licensure; Bachelor's degree or higher in special education
Teaching experience preferred but not required
Strong knowledge of IEP implementation and requirements, instructional intervention, and team problem-solving

General Expectations

- Demonstrate a commitment to social justice, equity, excellence, and high expectations for all students, and commitment to each student's academic and personal well-being
- Provide a safe, engaging, inclusive classroom community
- Communicate clearly and effectively with students, staff, parents, and the school community
- Follow and fulfill department and district policies
- Demonstrate a commitment to professional growth by reflecting on practice, collaborating with colleagues, and monitoring one's own learning
- Exhibit a high degree of professionalism, strong written and verbal communication, and the ability to adhere to and meet dates and deadlines

Specific Responsibilities

- Observe and support students in various educational settings when necessary to collect data and support IEP goals, accommodations, modifications, and student needs, including facilitation of learning strategies courses
- Provide continual monitoring and assessment of student progress, maintaining detailed records
- Provide structured support to students in resource and learning strategies as scheduled to support IEP goals and student needs
- Develop Individualized Education Programs (IEPs), which outline the services and accommodations each student will receive
- Ensure that students are receiving the services outlined in their IEPs
- Update IEPs throughout the school year to reflect students' progress and goals
- Meet with parents, teachers, counselors, and administrators to discuss students' progress
- Collaborate and consult with paraprofessionals, special education teachers, related service providers, general education teachers, and counselors, to support student needs; serve as primary school contact
- Schedule meetings and draft IEP documents according to state requirements
- Collect and analyze student data (attendance, discipline, grade, credits, etc.)
- Provide accommodations and modifications
- Monitor progress of IEP goals, implement interventions, collect and analyze student data
- Facilitate BIP development and implementation; FBA data collection
- Build long-term relationships with students and families
- Keeps school hours as defined in the ETHS Faculty Handbook.
- Follow and fulfill department, district, state, and federal policies and procedures
- Perform other duties as assigned