

Job Title: SPECIAL EDUCATION/CASE MANAGERS

Qualifications: State certification in special education, experience in developing and implementing IEP's, ability to communicate effectively with staff and parents, previous experience in supervising SPED para educators preferred, regular classroom experience preferred. Interpersonal, team work, communication, organized, behavior management, report writing skills, patient, honest, creative, flexible, firm.

Reports to: Principal/ Special Education Coordinator

Job Goal: To meet the educational needs of special needs children through the appropriate planning and implementation of special education programs

Type of Position: 188 days **Wage:** Contract

Hours per week: Exempt

Responsibilities:

- Monitors special education programs and ensures coordination of services.
- Completes all paperwork in a timely manner, maintains Special Education files at the directions of the Special Education Administrator
- Provides an understanding of special education to other staff members.
- Works collaboratively with the classroom teacher to prepare lesson plans and provide instruction for all special education students.
- Observes special needs students in both regular and special classes as needed.
- Provides support to special education students in general education classes.
- Provides consulting services to general education classroom teachers to help them modify their teaching methods and instructional materials to fit the needs of their special education students.
- When appropriate, provides one-on-one or small group supplemental instruction to students in the resource room. Such instruction shall supplement the classroom instruction, not supplant it.
- Administers pre and post testing to document special needs and progress attained.
- Provides appropriate experiences as determined by the special needs of special education students.
- Attends special education and regular faculty meetings, school activities, and shares school duties, as assigned.
- In conjunction with the classroom teachers, supervises Para Educators assigned to the special needs students.
- Provides training for aides as is appropriate.
- In conjunction with the classroom teachers, and other appropriate team members, prepares, implements, and evaluates IEP's
- Maintains records of special education students, organizes meetings, communicates with outside agencies involved with student programs, and acts as liaison between school and parents.
- Maintains confidentiality of student academic and personal information.
- Attends all special education meetings.
- Other duties as assigned by the principal and or Special Education Administrator

EVALUATION: Performance of this job will be evaluated in accordance with the Hinsdale Federation of Teachers contract

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

OTHER PHYSICAL

Twisting: Occasionally
Bending: Occasionally
Crawling: Rarely
Squatting: Rarely
Kneeling: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

Crouching: Rarely
Climbing: Rarely
Balancing: Rarely

REACH above shoulder height: Occasionally
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

WORK SURFACES: (describe)
Composite desk
Carpet/tile floors
Computer keyboard/screen
Medical equipment

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products

Special Conditions of Employment

All employees must pass a criminal history background check

Employee signature _____ Date _____

Superintendent signature _____ Date _____

Approved by the Hinsdale School Board 05/13/15