

Job Title: **SPECIAL EDUCATION/CASE MANAGER**

Qualifications: Proper certification/eligibility certificate to teach from the NH Department of Education. Bachelor's degree from a recognized college or university with a major study in education. Ability to establish and maintain an effective working relationship with teachers, agency personnel, students, parents and the public. Knowledge of basic education techniques and methods. Ability to work with students possessing educational disabilities. Ability to adapt teaching methods to students' individual learning styles. Must be willing to maintain appearance appropriate to assigned duties and responsibilities.

Reports to: Principal

Job Goal: To provide students with instructional or behavioral support and to assist the total staff providing students with an efficient, comfortable environment in which to learn, play and develop. Provide care and assist with instruction of an individual student.

Type of Position: 10 Month - Exempt -Salary/Days per year – as stated in the WTA Agreement

Responsibilities:

- Develop and monitor implementation of individualized educational plans.
- Develop and monitor placement of students.
- Provide direct instruction in areas to include: reading, written language, math, organizational and study skills, when appropriate and indicated on the individualized education plan.
- Contact parents, establish meeting dates, and disseminate meeting notices for the following meetings: re-evaluation planning, IEP, placement, and monitoring.
- Attend weekly educational resource team meetings.
- Process all paperwork to include dissemination of copies to appropriate personnel.
- Maintain contact with outside agencies and parents in regards to students.
- Maintain contact with the Director of Special Education in regards to difficult cases. Case management of students to include: attendance at all scheduled meetings, preparation of all appropriate paperwork, and direct meeting.
- Consult with teachers in regards to modification and student progress, when necessary and appropriate.
- Provide parents and students with progress notes at the end of each quarter.
- Complete Medicaid forms in a timely and efficient manner.
- Monitor and assign tasks to special education assistants under your direction.
- Assist with 504 students, when necessary and appropriate.
- Have an understanding of and comply with any state or federal regulations regarding the position of special education teacher.
- Complete progress reports.
- Monitor and assign duties to special education assistants who are under your directions.
- Always maintain student confidentiality.
- Performs other duties as required.
- This job description lists the general duties and is not intended to list every specific function required.

Physical Demands:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

EVALUATION: Performance of this job will be evaluated by the Principal or Superintendent.

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

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

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

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

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

OTHER PHYSICAL

Twisting: Frequently required
Bending: Frequently required
Crawling: Frequently required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required
Fingering:	Frequently required

Environment: Inside: 85%

Outside: 15%

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:

Name/List: