

Team Member Roles

Reference Guide for Families

CASE MANAGER	CLASSROOM TEACHER	COUNSELOR
<p><i>A case manager is a licensed teacher or related service provider who is a member of the IEP team and is responsible to coordinate instruction and related services for the student. The case manager will coordinate the delivery of special education services.</i></p>	<p><i>High school teachers work for schools that enroll students from grades 9-12. They typically instruct students on a single subject, such as English, math, science, history, language or art.</i></p>	<p><i>The role of a school counselor is to work with students and parents to help guide students' academic, behavioral and social growth.</i></p>
<ul style="list-style-type: none"> ● Responsible for communicating IEP and Behavior Plan to appropriate staff ● Writes IEP ● Schedules IEP/Re-evaluation meetings and completes any necessary amendments ● Ensures IEP is being followed (services, accommodations, Behavior Intervention Plan, Autism Considerations, etc.) ● Trains appropriate staff on specific programs, procedures or devices when needed ● Monitors overall progress in classes and progress towards IEP goals ● Collaborates directly with related service providers (social work, speech, physical therapy, other SEDOL Itinerants etc). ● Ensures transition plan is in place and coordinates with Transition Specialist regarding student's future plans 	<ul style="list-style-type: none"> ● Specific information regarding curriculum ● Specific information regarding assignments, projects and tests ● Specific information regarding grades in their particular class ● Course recommendations for following year (level-not services) ● Parent/Teacher Conferences ● Provide ongoing feedback to case managers regarding progress and use of accommodations ● Provide classroom and testing accommodations (when appropriate) ● Differentiate lessons for all students and provide modifications when indicated in the IEP 	<ul style="list-style-type: none"> ● Course selection/sequence ● Monitor credits and progress towards graduation ● Homework requests (for extended leave) ● Naviance and other online resources ● College Planning and applications ● Counseling/social emotional support as needed ● Assist with specific areas on the Transition Plan