



Northwood Academy Charter School

POSITION DESCRIPTION

Position: Specialized Services Case Manager

Department: Special Education

Reports To: Director of Special Education

FLSA Status: Exempt

Direct Reports: None

Last Revised: 07/2023

Northwood Academy Charter School (NACS) Special Education department is responsible for instructing students and creating relevant learning experiences in a supportive K-8 environment. The Special Education department provides a rigorous academic program and classroom built upon the school's core values of high expectations and meaningful relationships.

Additionally, the Special Education department uses knowledge, competency, and a positive nature to provide students with a strong foundation for future educational and social opportunities.

Position Summary:

The Specialized Services Case Manager ensures that students receiving special education services, Section 504 accommodations, and English Language Development Services achieve academic success.

Essential Accountabilities:

- Specialized Services Case Manager (SSCM) will be responsible for implementing resources to individual children, assist in determining special education placements, services, and supplemental supports, and providing managerial oversight of the implementation of the IEPs for assigned children.

- SSCM will facilitate weekly meetings for the CM team, which focuses on sharing updates from the Director, provides training in essential duties, and creates a positive environment to share and receive feedback with other team members.
- SSCM will collaborate with the Special Education Director, Program Specialist, and Community Agency Reps regularly and will attend designated leadership team meetings.
- SSCM will provide mentorship and assistance to CMs that struggle with mastering essential job duties or functions as needed.
- SSCM will assist in providing informational resources during the orienting of new families to Early Intervention.
- SSCM will write IEP's utilizing knowledge of federal, state and local mandates and regulations, recommendations from service therapists and family members, and analysis of any data gathered for the IEP of child needs.
- SSCM will coordinate, develop and write initial and annual IEPs.
- SSCM will manage the special education placement and supplemental services and supports utilizing knowledge of federal, state and local mandates and regulations.
- SSCM will add and remove service providers at the direction of the Special Education Director from the IEP team as necessary to ensure child is making meaningful educational progress.
- SSCM will schedule the accurate interpretation and implementation of evaluation instruments and assessment techniques used in Early Childhood programs, at the guidance of the School Psychologist, through the review of assessment reports in accordance with best practices and industry standards.
- SSCM will monitor ongoing progress monitoring activities to ensure meaningful educational progress is maintained.
- SSCM will collect any outside evaluations/IEPs/School Records related to the child's needs to ensure that the IEP team and service delivery teams have all pertinent information in planning for appropriate services for the child.
- SSCM will also maintain data, follow-up, and seek to resolve or escalate any parent complaints regarding a CMs, and step in as Sped teacher, when necessary.
- SSCM will maintain electronic data systems, including but not limited to data entry of demographic information relative to students and specialized services data fields in order to ensure accurate and reliable compliance information.
- SSCM will work with families, team members, agency personnel and other service coordinators to coordinate, and facilitate smooth, positive transitions when families enter or leave the service programs.
- SSCM will attend various outreach meetings, such as transition to kindergarten, for families, if needed.
- SSCM will ensure that biennial and triennial reevaluation procedures are completed according to state guidelines.
- SSCM will serve as primary contact between administrators, educators, and family for services.

Education/Experience:

- Bachelor's degree in Special Education required; Master's degree in Special Education preferred.
- Certification in Special Education PK-12, PK-6, or 7-12.
- 3 or more years directly working with special education students.
- Active valid PA and Federal clearances and credentials.

Qualifications:

- Strong knowledge of instructional strategies and documentation of plans for students with disabilities.
- Familiar with best practices in working with students with specialized needs.
- Strong knowledge of state/federal special education regulations and compliance policies/procedures.
- Familiar with the Danielson Framework Instructional Model.
- Results-oriented and data-driven individual.
- Detail-oriented and highly organized with strong analytical writing skills.
- Experienced a high level of measurable success working with urban youth.
- Knowledge of PA Academic Standards for Charter and District Schools.
- Familiar with functional behavioral assessments, reevaluations, and manifestation determinations.

Working Conditions: Works in the school office setting, prolonged periods of sitting looking at a computer monitor, using a keyboard and mouse, typing, and/or standing throughout the workday.

Physical Requirements: Ability to physically perform the duties and to work in the environmental conditions required, such as maneuvering in classrooms and office space, reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls.