



NAVAJO COUNTY EDUCATION SERVICE AGENCY
JOB DESCRIPTION

SPECIAL EDUCATION CASEMANAGER

Contracted: 5 days per month.

Salary Range: Daily Rate \$125-\$200 based on experience

Revision Approval:

Date Approved: 10-22-15

Department: Education Service Agency

Classification: Contracted

Role:

Under general supervision, organizes and guides Special Education instruction for elementary, middle and/or high school or juvenile detention age students.

Major Duties & Responsibilities:

Work with special/general education students as a group or one on one. Develop and implement plan to fulfill designated evaluation program eligibility requirements for student services as applicable in the school setting. Contact NCESA service providers as needed to comply with state and federal requirements.

Coordinate with general education teacher the necessary lessons that align to the Arizona Academic Content standards, including instructional techniques that allow flexibility in adapting to individual learning styles and abilities.

Review incoming student evaluation program and other related special education paperwork to verify records are current and complete; maintain records for continued validity in meeting federal requirements.

Revise and amend the student's evaluation program as applicable to the school setting to include sending out meeting notices, prior written notices, parent rights, and all other applicable paperwork regarding the addendum in accordance with federal, state, and local requirements.

Respond appropriately in a timely manner to educational inquiries made from schools, legal guardians, and other relevant agencies while adhering to confidentiality regulations. Ability to respond appropriately to inquiries made from multiple agencies responsible for the student.

Observe/screen students for possible special education needs and coordinate with the multi disciplinary team to assess each referred student and create an evaluation program if student is eligible for services.

Perform other duties as assigned.

Expectations:

1. Maintain a cohesive school atmosphere conducive to learning and maintain adherence to classroom behavioral expectations and school rules.
2. Follow and adhere to policies and procedures for the maintenance of a clean and orderly classroom, if applicable.

3. Maintain a cooperative partnership with schools, agencies, detention and probation personnel, as applicable.
4. Ability to adhere to all school policies and procedures.

Knowledge and Skills:

Experience: Three years' experience in teaching Special Education or related field.

Education: Bachelors degree in education or related field and a valid Arizona Special Education Certificate.

Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with outside agencies as well as detention and probation staff. Work involves motivating students and their families, as well as home school and any service provider that will support the student upon release. Ability to work with and within a secure care setting is a must, as is the willingness to adapt to working with students with varying degrees of educational functioning abilities. Expect frequent interruptions of planned work activities and response to unplanned events.

Other Skills: Ability to work within a team; be flexible; use a variety of techniques to assess and serve individual students and their unique needs. Preferred knowledge in core subject areas, K 12. Serves as subject matter specialist for the Special Education classroom, including those required by state statutes and/or district policies and regulations. Fingerprint clearance card required.

Employment with Navajo County ESA is contingent upon successfully passing a background check and verification of work history, academic credentials, licenses and certifications, as applicable.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.