

Exceptional Children's Senior Case Manager

WSA will open in August of 2019 with grades K-2, and a new grade level will be added each year until we reach grades K-8. Part-time positions in the arts will grow to full-time positions by the 2021-2022 school year.

Mission: Wilmington School of the Arts will inspire students to pursue excellence in academics and the arts by awakening and nurturing the creative spirit within each and every child.

Reports To: Executive Director

Length of Assignment: 11 months

Job Summary: Under general supervision, provides special education services to students identified as disabled in accordance with state and federal regulations. The EC Senior Case Manager is responsible for processing all new EC referrals and reviewing EC Case Managers' IEP's for appropriate completion. Additional work involves developing and implementing the Individual Education Program in classroom settings that are compatible with the student's age and developmental level. Responsibilities include developing lesson plans, adapting materials and designing activities to assist EC students develop appropriate academic, behavioral, and social skills to meet their IEP goals. The Case Manager is responsible for monitoring students' progress and for maintaining EC records in compliance with state and federal guidelines. Reports to Director of Student Support Services.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements an instructional plan which is compatible with the school and system-wide curricular goals and the students' Individual Education Program.
- Ensure that all work with students with special needs is aligned with the school's academic goals for student achievement as well as the individual needs of the student
- Processes all new EC referrals and coordinates the scheduling of evaluations and meetings
- Reviews newly written or updated IEPs for appropriate completion
- uses diagnostic information obtained from tests and other assessment procedures to update IEPs as needed.
- Collaborate with WSA teachers and Interventionists to write IEPs & revise/update existing IEP's annually
- Manage paperwork related to caseload (e.g. IEPs, 504s, Child Study Team notes, Records of Accommodations, IEP Progress Reports, etc.)
- Work closely with WSA teachers to differentiate curriculum, help create effective accommodations, and modify curriculum when appropriate
- Provides direct special education instruction to identified students.
- Employs a variety of teaching methods to meet student needs. Implementation of these methods may require the adaptation or development of materials.

- Monitors student behavior; maintains discipline in the classroom; deescalates inappropriate behaviors; teaches students appropriate behavioral strategies
- Assists disabled students with their personal and self-help needs, such as eating, toileting, and other essential tasks that the students are not able to perform by themselves.
- Continually communicate with students and families regarding academic progress and behavior performance via periodic written progress reports, email, and telephone.
- Acts as a case coordinator for assigned students; consults with community caregivers, school support professionals, and parents to better understand and meet student needs.
- Maintains student records in accordance with North Carolina's Procedures Governing Programs and Services for Children with Disabilities; and complies with state and federal education statutes.
- Treats all students in a fair and equitable manner, interacts effectively with students, co-workers, parents, and community.
- Follows a plan for professional development and demonstrates evidence of growth.
- Attends regularly scheduled supervision meetings.
- Maintain strong, professional relationships with colleagues in an environment where listening, critical thought, respectful debate, and compromise is welcomed and essential
- A strong commitment to WSA's mission and vision
- An uncompromising belief that all students can learn
- A relentless work ethic and a high degree of patience to push through difficult challenges
- Demonstrated ability to work collaboratively with a team of teachers
- A commitment to working with underserved, urban youth

Additional Job Functions: Performs other related work as required.

Salary Range: \$42,000 - \$50,000

Minimum Training and Experience: Degree in Special Education, and certification in at least one area of disability as a teacher by the North Carolina Department of Public Instruction.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.