



Flour Bluff Independent School District Job Description

JOB TITLE: Special Education Case Manager

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 187

REPORTS TO: Director of Special Education

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The case manager is responsible for ensuring the success of students receiving special education services. Case managers work collaboratively with parents, teachers, administrators and district assessment staff to develop appropriate individual education plans (IEP) for students on their caseload as well as monitor progress in all areas of IEP implementation.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree from accredited university
- Valid Texas teaching certificate with required endorsements for subject and level assigned or related training and work experience for certification waivers under the District of Innovation Plan (DOI)

Special Knowledge/Skills:

- Knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- 3+ years' experience as a special education teacher

MAJOR RESPONSIBILITIES AND DUTIES:

I. Case Management Responsibilities

1. Collaborate and communicate with students, parents, teachers, diagnosticians, speech therapists, related service providers, and administrators.
2. Monitor student grades, attendance, and behavior. Intervene to address concerns.
3. Schedule/Attend staffing's as needed to address student needs and plan for difficult decisions.
4. Request/Attend program reviews as needed to address student needs.
5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
6. Maintain communication and update student information as changes occur.
7. Disseminate information to the parents, teachers and related services as changes occur.
8. ARD preparation/ARD attendance/Conducting ARDs.
9. Update goals and objectives for progress reports.
10. Update student status as changes occur.

II. Communication

11. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, teachers and other stakeholders.
12. Use effective communication skills to present information accurately and clearly.

III. Professional Growth and Development

13. Participate in staff development activities to improve job-related skills.

IV. Other

14. Compile, maintain, and file all reports, records, and other documents required.
15. Attend scheduled special education staff department meetings as required.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.