

Special Education Teacher & Case Manager Job Description

Qualifications:

- Current IL Teacher Licensure
- Special Education Endorsement
- Minimum of three years successful classroom teaching experience (preferred)
- Bachelor's Degree (required); Master's Degree in Education (preferred)
- Proficient technology skills
- Strong leadership and collaboration skills
- Interest in designing and implementing new programs and initiatives
- Strong instructional skills, including oral and written communication

Purpose: To provide special education leadership in a diverse, [mission-driven](#) Christian school and provide case management and direct instructional support for K-8 learners who have a 504/IEP or who are being considered for one (approximately 10-20 students).

Responsibilities:

- Work with teachers to develop a plan to implement current IEPs as fully and effectively as possible across all disciplines
- Provide direct instructional support to students with IEPs through pull out and push-in structure
- Develop student goals and oversee system for progress monitoring
- Support teachers in creating modified materials and assessments to meet student needs
- Actively communicate with families and classroom teachers regarding student goals, progress, concerns and needs
- Develop and monitor behavior intervention plans with team members
- Observe students and work with classroom teachers in order to collect necessary data for new 504/IEP referrals
- Coordinate with Chicago Public Schools (ODLSS) to complete process of new 504/IEP referrals
- Schedule and facilitate team meetings as needed to discuss individual student cases (teachers, parents, students, administration, etc)
- Train and supervise support staff who are directly supporting students with IEPs
- Maintain student files
- Lead staff professional development on applicable topics
- Design and lead professional development presentations for parents and educators
- Attend professional development conferences and workshops