

## **JOB DESCRIPTION**

**POSITION TITLE:** Case Manager 3-5 (Level II)

**REPORTS TO:** CDS Regional Site Director

### **SUMMARY DESCRIPTION:**

A Case Manager Level II assists parents and their children aged three through five to access the procedural safeguards and services that are authorized under Maine's special education system. They work as a part of a team to meet the requirements of the Individuals with Disabilities Education Act of 2004 (IDEA) for Part B and Maine Unified Special Education Regulations, Chapter 101. This individual does have written authorization to commit the agency's funds.

**REPRESENTATIVE TASKS** include, but are not limited to:

#### Parent Communication

- Establishes effective rapport with parents.
- Communicates program information to parents.
- Ensures that the Child Find process is explained to parents.
- Ensures that parents receive answers to their questions.
- Ensures that parents receive accurate explanation of the results of the child's screening/assessment.

#### Intake and Screening

- Reviews referrals and performs pre-assessment activities.
- Performs initial intake and screening of children by using screening tools and personal observation (as determined by the site director).
- Coordinates with medical and health providers
- Refers for evaluation and/or reviews other options (i.e. not referring for evaluation, using existing reports, etc.) with parents

#### Evaluation and Assessment

- Ensures that intake information is collected and elicits relevant additional information from parents and team members.
- Ensures that the team is adequately prepared for evaluation and assessment activities.
- Conducts observations in Least Restrictive environment as appropriate.
- Gathers and reviews documentation specific to the child's developmental history.

### IEP Team

- Ensures that screening and assessment findings are reported to the team.
- Facilitates and ensures the development, review and evaluation of each child's Individual Education Plan (IEP).
- Informs parents of the protections under the procedural safeguards of the Maine Special Education regulations.
- Assists with the development of a transition plan from preschool to public school services, as appropriate.
- Ensures parent involvement in creation of IEP.
- Qualifies for written authorization by the regional site as an individual designated to commit agency funds

### Coordination of Services

- Facilitates/coordinates services across agency lines.
- Serves as the single point of contact within the CDS system in helping parents to obtain the services and assistance they need.
- Assists parents in gaining access to the early intervention services or Free and Appropriate Public Education (FAPE) services.
- Identifies IEP.
- Facilitates, coordinates and monitors the timely delivery of available services.

### Recordkeeping, IEP Writing, and Other Documentation

- Ensures that a complete IEP is developed.
- Documents that children are served in least restrictive environments.
- Ensures that communication (i.e. personal contacts, e-mail, letters, phone calls, etc.) is documented as it occurs.
- Maintains documentation appropriate to procedural safeguards under IDEA 2004 and Chapter 101.
- Ensures that screening summaries, evaluations and observations are documented.
- Provides information for, or completes data entry and electronic documentation tasks necessary to meet CDS and Department requirements.

### Other

- Performs any other appropriate duties as assigned by the site director

## **MINIMUM QUALIFICATIONS:**

- A Department of Education Certificate in one of the following is required:
  - 030 Administrator of Special Education
  - 078 Assistant Special Education Director
  - 079 Special Education Consultant
  - 093 School Psychological Services Provider
  - 282 Teacher of Students with Disabilities
  - 286 Teacher-Severe Impairments
  - 291 Teacher -Visual Impairments
  - 292 Teacher- Hearing Impairments
  - 293 Speech and Language Clinician
- Successful background, criminal records, fingerprinting, and reference checks.

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

- Working knowledge of child development, disabilities, family systems, and special education methods
- Demonstrates knowledge and understanding about-Infants and toddlers and/or Preschool children who are eligible under Part B of IDEA 2004 and Maine Regulations Chapter 101
- Knowledge regarding FAPE services for eligible children (ages three to five), and the system of payments for services in the State
- Ability to interact with a wide variety of people
- Ability to facilitate the provision of individual and group services in a variety of settings and models
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to establish an effective rapport relationship with children and parents
- Ability to work collaboratively as a member of an IEP team
- Ability to travel to a variety of locations