

## **NOTICE OF VACANCY**

**DATE:** 4/27/21

**TITLE OF VACANCY:**

Special Education Case Manager

**CONTRACT PERIOD:** 187 days

**REPORTS TO:** Director of Student Support Services

**REQUIREMENTS/QUALIFICATIONS:**

1. Valid Illinois Professional Educator's License endorsed in two or more areas of Special Education
2. Masters degree in Special Education or related field preferred
3. Minimum of five years successful teaching experience in special education
4. Knowledge of rules and regulations governing special education
5. Strong written and verbal communication skills
6. Ability to effectively work with administrators, teachers and parents
7. Knowledge of various community agencies and understanding of referral processes
8. Familiarity with current instructional and educational research in the area of special education
9. Ability to work a flexible schedule

**SPECIFIC RESPONSIBILITIES:**

1. Case Manager for Pre-K through 5<sup>th</sup> grade students
2. Facilitate procedurally correct IEP meetings
3. Monitor the implementation of recommendations from case study evaluations and services as specified on individualized educational plans
4. Provide curricular and behavioral support to staff within assigned schools
5. Maintain accurate data for all programs in assigned buildings
6. Clearly articulate current district special education policies and procedures to parents and school personnel
7. Maintain a high level of communication with building administrators, staff and parents
8. Provide professional development in areas such as accommodations in the general education environment, curricular modifications, testing accommodations and other best practices
9. Assist with the delivery of staff development for general and special education teachers
10. Other duties as assigned

**APPLICATION DEADLINE/OPEN UNTIL:**

May 5, 2021 at 4:00 pm

**EFFECTIVE DATE:**

First contractual day of 2021-22  
District 186 187-day calendar

**SALARY and BENEFITS:**

In accordance with current SEA negotiated agreement

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on certified vacancies, follow online instructions  
*OR*

**Refer application and resume to:**

Gina McLaughlin-Schurman, Director of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704  
217-525-3006

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