



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

Jennifer E. Gill, Superintendent

NOTICE OF VACANCY

January 9, 2019

TITLE of VACANCY: Special Education Case Manager – (2)

CONTRACT PERIOD: 187 Days

REPORTS TO: Director of Student Support Services

LOCATION: 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

RESPONSIBILITIES:

1. Case Manager for Pre-K through 5th 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

FILING DATE DEADLINE: February 15, 2019 at 4:00 pm

EFFECTIVE DATE: First contractual day of the 2019-2020 District 186 187-Day Calendar

SALARY and BENEFITS: In accordance with current SEA negotiated agreement

Please refer all communication to: Gina McLaughlin-Schurman
Director of Human Resources
1900 W Monroe St.
Springfield, IL 62704
217-525-3006

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