

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: IEP Case Manager

QUALIFICATIONS: Eligible for Florida Department of Education certification in Exceptional Student Education K-12

REPORTS TO: School Administrator / ESE Supervisor Services

SUPERVISES: N/A

JOB GOAL: To maintain an Individualized Education Program (IEP) that meets the child's unique educational needs in accordance with district, state, and federal standards.

PERFORMANCE RESPONSIBILITIES:

- Attend staffing meetings and participate as a member of the individual school educational planning team
- Write IEP's for Exceptional Education Students (ESE), and ensure completed IEP's are locked within 48 hours of the scheduled meeting date.
- Complete a Matrix of Services after the IEP meeting.
- For those students who will turn 12 years of age before the IEP expires, include a high school diploma option and record the meeting as a Transition IEP, including the Transition Survey conducted with the student
- Conduct IEP meetings as needed to make amendments
- Record student progress towards goals each nine weeks to parents and ensure they are recorded in PEER
- Complete three-year re-evaluation paperwork in a timely manner
- Complete Functional Behavior Assessments and Behavior Intervention Plans as needed
- Develop and maintain behavior data monitoring tools
- Inform teachers of testing and classroom accommodations included in student IEP's for the students they teach
- Provide consultation services to general education teachers and other service providers
- Speech Language Pathologists are responsible for formal evaluations to determine need for services as well as formal re-evaluations for students on their caseloads.

TERMS OF EMPLOYMENT: 196 Days – Teacher Contract

EVALUATION: Site-base administrator

Approved by: _____ Date: _____
(Supervisor)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee's Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee's Signature)

IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.

