**Case Manager Responsibilities**

* Who is a case manager?
  + All certified special education teachers, including SLP’s
* What does a case manager do?
  + Case managers assist individuals and families with complicated special education processes and paperwork. They work to identify needs, create plans and evaluate progress on the students they are assigned. They serve as a liaison and an advocate for the student and maintain regular communication between the student, home and school.
  + Role Descriptions

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| **PC** | **Teacher** | **Para** |
| liaison for special education office and buildings, special education teachers | liaison for classroom teachers, paras, students and parents | liaison for classrooms, students |
| Reports to special education administration | Reports to building administrator and special education administration | Reports to supervising teacher |

* Specific Responsibilities…

1. Attend all weekly staffings (mandatory)
2. Read all IEPs and most recent evaluations for students on your caseload.
3. Before school starts, make initial contact with caseload parents (letter with contact info/office hours…)
4. WIS, MS, HS only - check to make sure that your students’ schedules match the services listed on their IEPs prior to the first day of school.
5. Before school starts, get IEP’s and 504’s to **ALL** those who need to know, clarify accommodations and services, and have them sign receipt form. Put these receipt forms in the student’s protocol file.
6. During the school year, set up meetings allowing for 2 - 10 day notices or 20 days prior to due dates.
7. Read the RED/EVAL/IEP documents for cohesiveness when you finish writing it (before the PC edits for final meeting). The document needs to be a cohesive representation of the student from beginning to end (not piecemeal). *(Put it down, then come back to it and read thoroughly)*
8. Responsible for all information in the RED/Eligibility/IEP regardless of who is providing services for that area.
9. Turn all documents into PC 5 days prior to meetings.
10. Make all corrections provided by your PC immediately following the meeting.
11. Complete files within 20 days of meetings, and contact PC before sending home.
12. Lead meetings professionally - greet your parents / team members when they arrive and show them where to sit. Introduce all team members and the purpose of the meeting before the meeting begins. It is not necessary to read the documents word-for-word, unless the parent asks for that. Go over the important parts. Know your parent.
13. Complete IEP’s/504’s that are due before October 1st of the next school year, before school ends.
14. Complete evaluations that are due before November 1st of the next school year, before school ends.

*Revised 8/13/18*