

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title: **CASE MANAGER (SPECIAL EDUCATION RECORDS)** **ADOPTED 5/20/2024****Reports To:** Assigned administrator/supervisor**Job Objective:** Performs duties that support the effective delivery of special education program services.**Minimum Qualifications:**

- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or GED. Office skills and relevant records management work experience.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.**Physical Demand Level¹:** Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing, and using a traditional keyboard.
¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.**Note:** Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Performs case coordination and records management services. Sustains a supportive office environment that advances professionalism and a shared commitment to organizational outcomes.**

- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists with the office inventory control system to maintain dependable supply levels.
- Identifies work priorities to focus on tasks that require immediate attention.
- Maintains a record of special education placements including out-of-district students.
- Maintains a supply of checklists, assessments, enrollment forms, etc.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Obtains authorized "release of information" consent forms.
- Prepares contracts with special education service vendors. Processes payment vouchers.
- Prepares flow-thru budget applications/amendments. Prepares federal/state reports as directed.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Processes paperwork for services covered under the Medicaid School Program (MSP).
- Processes the scoring and transcription of student assessments.
- Provides backup support for other departments. Assists with special projects as directed.
- Schedules appointments. Organizes materials for meetings. Transcribes minutes as requested.
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.
- Works with district personnel to facilitate Child Find activities.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.