

School Administrative Unit #101

Wakefield School District

Special Education Case Manager

QUALIFICATIONS: Must hold a valid certification for the provision of special education.

JOB GOALS: This position is responsible for providing a free, appropriate, public education to all students with disabilities.

PERFORMANCE RESPONSIBILITIES: To plan for and implement direct services to educate identified students. Construct and organize an effective weekly schedule that meets the needs of the identified students. Assist in the development and monitoring of IEP's for all identified students. Acquire knowledge of the students' educational needs, previous student data and background, and the characteristics of educationally handicapped students served. Attend staff meetings, parent conferences, IEP review meetings and other meetings as they occur throughout the year. Some of these meetings may occur before or after school time. Maintain parental contact, as appropriate. Actively assist in transitioning students when they enroll in other schools. Oversee the functioning of the paraprofessionals working with identified students. Keep the Director of Student Services and Principal informed at all times of needs, concerns, ect which may impact the students, program, staff, or parent.

Applications will be accepted until position is filled

To apply, mail a professional employment application, available on the sau101.org website or at the SAU office, cover letter, three letters of recommendation and resume to:

Wakefield SAU #101
76 Taylor Way
Sanbornville, NH 03872 Or email
info@sau101.org