

Special Education Case Manager Roles and Responsibilities

A Case Manager is a certified special educator who oversees the special education processes and verifies that IEP services are implemented in compliance with federal, state and district regulations.

Services	Includes	Does NOT Include
<i>Scheduling and Developing IEPs</i>	<ul style="list-style-type: none"> ● Schedule annual and amendment IEP meetings. ● Send meeting notices at least 7 school days in advance and track responses. ● Send and document required Excusal Forms. ● Draft and input IEP data online. ● Lead IEP team meetings to review drafts. ● Finalize and distribute IEP to parents and service providers. ● Lock IEP in Infinite Campus within 5 school days. 	<ul style="list-style-type: none"> ● Speech-Language only IEPs ● Pre-referral and SPED referral processes (handled by MTSS team and SPED co-op). ● Arranging meeting rooms, teacher coverage, or technology. ● Collecting data (must be provided by staff). ● Managing physical SPED files (onsite staff responsibility).
<i>Managing the Caseload</i>	<ul style="list-style-type: none"> ● Ensure IEPs are updated annually. ● Review each IEP. ● Share IEP details with relevant staff. ● Confirm that SPED folders are stored securely (onsite staff responsibility). 	<ul style="list-style-type: none"> ● Ensure and confirm that each student has a SPED folder in a locked cabinet. This will need to be managed by an onsite staff member.
<i>Providing Case Management Services</i>	<ul style="list-style-type: none"> ● Support students in meeting IEP goals. ● Manage progress data collection. ● Collaborate with service providers/paras on student progress. ● Prepare and mail IEP Progress Reports (from data collected from on-site staff) per report card schedule. ● Manage transition activities for students 16+. ● Participate in Functional Behavior Analysis and Manifestation Determinations. 	<ul style="list-style-type: none"> ● Student grades or missing work (teacher/administrator responsibility). ● Enforcing IEP accommodations (administration's role). ● Maintaining physical copies of IEP Progress Reports (onsite staff responsibility). ● Medicaid reimbursement forms. ● Developing/monitoring Behavior Intervention Plans (MTSS team/co-op responsibility). ● Student disciplinary actions (handled by administration).