



## CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS  
P.O. BOX 6008  
CHOCTAW, MS 39350  
PHONE (601) 650-7302  
FAX (601) 656-9454

### JOB ANNOUNCEMENT #427284

**JOB TITLE:** Special Education Specialist / Case Manager

**OPENING DATE:** MARCH 10, 2021 **MAR 10 2021**

**CLOSING DATE:** MARCH 24, 2021 OR UNTIL FILLED

**SALARY RANGE:** Education Compensation Pay Scale

**TYPE OF EMPLOYMENT:** 220 Days

**SUPERVISOR:** School Principal

**JOB LOCATON:** Choctaw Central Middle School/Red Water Elementary

#### SCOPE OF SERVICE AND EFFECT:

The specialist/case manager takes responsibility for all students who are referred to special education as well as serving as a member of the teacher support team (TST/RTI) to provide technical assistance to the general education team for students who have been assigned Tier 3 interventions. The specialist/case manager's role is a critical one as it is her/her responsibility to ensure that all timelines are met in regards to assessment, development of a student's Individualized Education Plan (IEP), and implementation. This also includes assessments for speech only eligibility. The case manager is responsible for coordination of all aspects of the referral process. Once a student is referred out of RTI, the case manager is responsible for coordination of all aspects of the special education referral process. The case manager monitors to ensure that direct instruction, collaboration and co-teaching for each special education student is occurring according to the IEP, and works in close coordination with the school principal, the school counselor and the district exceptional education coordinator to ensure that students with disabilities are provided the special education and related services as identified on the IEP.

#### DUTIES AND RESPONSIBILITIES:

1. Supervise and provide assistance with all processes concerning the identification and provision of services for students with disabilities including but not limited to initial evaluations, IEP development, reevaluations, assistive technology evaluations, medical follow-up/evaluations, functional behavioral assessments and transition services.
2. Maintains a current and accurate eligibility roster for all identified students.
3. Distributes eligibility list to teachers monthly to ensure that IEP meetings and reevaluation meetings are scheduled in a timely manner.
4. Monitor and assists teachers with IEP development.
5. Assist with communication and contact of parents to ensure they are notified and aware of all services/issues concerning their child.

6. Establish and open line of communication with students, parents and colleagues concerning both academic and behavioral progress of students.
7. Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
8. Collaborate to determine training needs and opportunities for parents.
9. Develop positive rapport and document effective communication with parents/guardians.
10. Assist with scheduling and monitoring of all special education programs at assigned schools.
11. Ensure that all special education teacher/general education teachers and support staff have information needed to ensure FAPE (Free Appropriate Public Education).
12. Identifies and documents training needs of staff and assists with the provision of conducting training or securing trainers.
13. Responsible for ensuring that all required paperwork for each process is completed correctly and in a timely manner to ensure the district is in compliance with all federal, state and BIE policies.
14. Monitors and runs reports from the student information system to ensure compliance with BIE.
15. Run monthly reports of special education students' progress, grades, discipline and attendance.
16. Responsible for completion of all BIE required documents.
17. Is knowledgeable of school special education budgets and account numbers.
18. Oversees and maintains record of purchasing of supplies/materials at the school level based on DOS approval.
19. Oversees inventory of special education classrooms including new purchases, transfers of equipment/supplies and yearly checkout.
20. Ensures that special education files are compliant.
21. Oversees the management of special education files including proper storage, security to ensure confidentiality, transfer of information as needed, and disposal (as outlined in policies and procedures).
22. Collaborates with central office staff, Choctaw Tribal school personnel and appropriate local and regional agencies/services in the delivery of behavioral academic and emotional supports for students with disabilities in areas related to attendance, delinquency, drug/alcohol use and transitions from alternative programming to the general education setting.
23. Ensures all disciplinary procedures are followed for special education students according to policy.
24. Serves as a member of the school TST/RTI Team as outlined in policy.
25. Assist school staff, administration and parents in understanding and meeting IDEA compliance requirements regarding behavior and attendance as it relates to students with disabilities.
26. Work in cooperation with the professional staff members of the Exceptional Education Program in planning, preparation, implementation and dissemination of Exceptional Education services.
27. Assist with record keeping required by the Exceptional Education Program in keeping with the Federal law.

28. Assure timely submission of reports including school, district and BIE.
  29. Attend all meetings and conferences as required.
  30. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings, conferences and discussing developments and problems of mutual interest with others in the field and department.
  31. Perform other duties as assigned by the immediate supervisor.
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28. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings, conferences and discussing developments and problems of mutual interest with others in the field.
  29. Demonstrate sensitivity to the Choctaw community by participating in community functions.
  30. Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
  31. Establish an open line of communication with students, parents and colleagues concerning both academic and behavioral progress of all students.
  32. Use acceptable written and oral expressions in all communications with educators, students and parents.
  33. Maintain an open line of communication between the school and parent or legal guardian.
  34. Establish and maintain cooperative professional relations with others.
  35. Participate in staff development activities as required by supervisor and system policies.
  36. Participate in staff meetings and serve on committees as required.
  37. Perform other duties as assigned by the supervisor.

**QUALIFICATIONS:**

1. Possess a valid Class 'A' for 'AA' Teacher License issued by the Mississippi State Department of Education with Special Education endorsement.
2. Preference given to teacher with five or more years' experience working with special education students and Educational Administrator endorsement.
3. B.S. or M.Ed., in Education.
4. Ability to work in a rural school system with bilingual students.

5. Excellent communications skills and an academic record that can withstand critical review.
6. Employee is subject to random drug testing.
7. Complete a criminal background check on county, state and national levels. Any record or conviction of criminal or child abuse will result in immediate termination.
8. A valid Mississippi Driver's License, reliable transportation and personal liability insurance.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:**

**Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.**

**The Authority to waive Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.**

**IF INTERESTED, SEND APPLICATION TO:**

**Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033 – Choctaw Branch  
Choctaw, Mississippi 39350**