

# Roles and Responsibilities Relative to Working with Special Education Students

This list has been developed to be used as a guide and is not all inclusive. Ensuring the success of all students is the responsibility of each person that works in the Tomahawk School District. If situations arise where there are questions about roles and responsibilities, it is important that all school staff work together to determine how to best meet the needs of the student.

## **CASE MANAGER**

1. Facilitate the Individual Education Plan (IEP) process.
2. Following the IEP meeting, complete IEP documentation (writing of the IEP) in compliance with state and federal laws.
3. Serve as the lead advocate for students on your caseload.
4. Maintain regular communication with all individuals that assist and or support the students on your caseload. This could include; parents, teachers, paraprofessionals, community and/or county agencies, mental health providers, respite providers, etc.
5. Work with the IEP team to identify and document alternative methods, adaptations, accommodations and modifications that will promote independence and support the learning needs of the students on your caseload.
6. Communicate, demonstrate, and train staff as needed, to ensure that needed alternative methods, adaptations, accommodations and modifications are being provided for the students on your caseload.
7. Provided direction, and training for paraprofessionals working with the students on your caseload.
8. Complete "Special Education Student Data Sheets" for each student on your caseload. Once completed, distribute to regular education teachers and any paraprofessionals working with the student.
9. Complete "Special Education Paraprofessional Information Form" for each student on your caseload that receives support from a paraprofessional. Once completed, distribute to regular education teachers and any paraprofessionals working with the student.
10. Complete Functional Behavioral Assessments (FBA's) for students on your caseload as needed.
11. Develop Behavior Intervention Plans (BIP's) for students on your caseload as needed.
12. Develop Crisis Intervention Plans for students on your caseload as needed.
13. Ensure the data collection and appropriate documentation is being kept for all students on your caseload. This will include but not be limited to; progress toward annual goals, academic achievement, behavioral data, attendance data, etc.
14. Maintain and respect student and family confidentiality.

### **Paraprofessionals**

1. Review and understand the information contained in the “Special Education Paraprofessional Information Form”.
2. Provide academic, behavioral, emotional, and/or social support for students as directed by case managers and classroom teachers.
3. Maintain regular communication, relative to the student you support, with case managers and general education teachers.
4. Assist with supervision of students.
5. Assist with academic and /or behavioral charting and/or data collection as needed and directed.
6. Assist students with physical and /or medical needs as needed and directed.
7. Assist students with the use of Assistive Technologies.
8. Support and encourage student independence.
9. Assist in preparing instructional materials. This may include; running copies, enlarging print, scanning text, or supporting the classroom teacher and case manager with adaptations, accommodations and modifications for students.
10. Maintain and respect student and family confidentiality.

### **Regular Education Teachers**

1. Review and implement each Special Education Student’s Individual Education Plan (IEP) as written.
2. Maintain regular communication with parents, case managers and paraprofessional supporting students in your classes.
3. Along with the case manager, provide direction for paraprofessionals relative to student needs.
4. With guidance and input from case managers, alter teaching strategies, room arrangements, lessons, assignments and/or test to meet the needs of the Special Education students in your classroom.
5. Participate in and/or prepare reports for IEP meetings for Special Education students in your classes.
6. Share responsibility for student success.
7. Maintain and respect student and family confidentiality.