

PLEASE POST

VACANCY ANNOUNCEMENT

Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302
(910) 678-2320

DATE: June 15, 2017

POSITION: **Exceptional Children's Case Teacher**

BEGINNING DATE: August 2017

QUALIFICATIONS: BS/BA degree from accredited institution. NC license in area of Special Education. Three or more years experience as an EC teacher (preferred). Specialized training in compliance, regulations, and special education law. Writing and speaking skills. Understanding of instructional implications of test data. Exemplary leadership and interpersonal skills. Exemplary organizational skills. Computer skills.

SALARY: Teacher salary scale plus local supplement

REPORTS TO: Principal and/or EC Leadership

JOB GOAL: To ensure compliance of EC regulations at assigned school site(s).

CLOSING DATE: **Thursday, June 22, 2017 at 4:00 PM**

DUTIES AND RESPONSIBILITIES:

- Serves as contact person when questions arise regarding EC referrals/issues.
- Performs EC data management responsibilities.
- Receives initial referrals from SST and checks for accuracy.
- Monitors all referrals through to completion to include initial, reevaluation, and temporary placements.
- Coordinates with related service personnel, as needed, including school psychologists, EC specialists, EC monitors, and outside agencies.
- Receives completed evaluation packets from school psychologists and related service personnel.
- Confers with principal on status of cases on a scheduled basis.
- Coordinates scheduling of IEP meetings: ensures that all required IEP team members are invited. Ensures all documents are prepared correctly in compliance with EC law.
- Coordinates and/or facilitates IEP meetings.
- Maintains IEP Logs (Initials/Reevaluations/Temporary Assignments/Annual Reviews) and minutes of IEP meetings.
- Collaborates with monitors on issues, procedures and guidelines, and follows through with corrective action as needed.
- Sends completed data entry forms to EC data manager immediately following IEP team meetings.
- Maintains copies of EC Data Forms.
- Maintains accurate EC headcount roster(s) and turns in verified roster(s) for compliance on designated due date.
- Conducts staff development regarding procedures and guidelines, CECAS, and IEP writing at school site.
- Serves as liaison to interpret parent rights and mediate parent concerns and conflicts.
- Attends all Case Teacher staff development activities.
- Attends computer training as designated by EC requirements and maintain necessary computer skills.
- Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organizational core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity.
- Performs other duties and accepts responsibilities as assigned.

APPLICATION PROCEDURES: Current Cumberland County School employees must submit to Human Resources:

- A letter of interest specifying the position and school (required for each vacancy)
- A current resume (required for each vacancy)
- Completed online NC state application must be on file in [PeopleAdmin](#)

Other persons must complete the NC state online application, [PeopleAdmin](#). Be sure to select Cumberland County when submitting your application online. A resume, [Background Form](#) and a letter of interest specifying the position and school are required for each vacancy. Applicants must also submit the necessary supporting documents required to have a complete Cumberland County Schools application. Valid driver's license required)

Letters of interest, background forms and resumes must be submitted to Human Resources in person or faxed to (910)678-2344 by the closing date. Emails will not be accepted.

"EQUAL OPPORTUNITY EMPLOYER"