

**SPECIAL EDUCATION
CASE CONFERENCE COORDINATOR
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
MSD OF WAYNE TOWNSHIP**

PURPOSE: To coordinate and chair all case conferences at Ben Davis High School.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the coordinator and chairperson for all case conferences.
2. Ensures the participation of staff members as required by Article 7.
3. Maintains accurate data in the IEP management program.
4. Manages and participates in the three-year review/re-evaluation process and ensures that all components are completed and reported as required by Article 7.
5. Trains special education staff in the areas of IEP development.
6. Collaborates with the guidance department to ensure that student's IEP related needs are met.
7. Ensures accurate reporting of special education data for the student information system and special education state reports.
8. Supervises extracurricular activities as assigned by the principal.
9. Member of the Ben Davis High School Principal's cabinet.
10. Performs such other tasks and assumes such other responsibilities as the superintendent or his or her designee may assign.

Revised June 2016