



MISSISSINEWA COMMUNITY SCHOOLS

Case Conference Coordinator

Job Description:

Mississinewa Community School Corporation is seeking a dynamic candidate to fill as Case Conference Coordinator. The Case Conference Coordinator will work under the direct instruction of the Director of Special Services for Mississinewa Community Schools.

Responsibilities:

1. Facilitate and lead case conferences for the district
2. Act as public agency representative during case conferences
3. Work with the case conference committee to write Behavior Intervention Plans (BIP)
4. Provide resources and strategies to assist with student behavior concerns
5. Communicate with parents, teachers, and administrators as needed to go over concerns and questions they may have
6. Assist the Director of Special Services in monitoring IEPs for compliance
7. Assist with technical questions about writing compliant IEPs and finalizing them
8. Work additional contract days to facilitate any conferences that may need to be met
9. Other duties as assigned by the Director of Special Education
10. Understands the importance of analyzing data as it pertains to student achievement and students' opportunities
11. Supports and maintains a professional attitude and understands the importance of confidentiality in professional relationships
12. Maintains regular attendance and punctuality
13. Assists other personnel as needed to ensure an efficient and effective working environment
14. Keep informed of new information, innovative ideas, and advanced techniques

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)