

SCHOOL PSYCHOLOGY CASE MANAGER

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
School Psychology Case Manager	Full-Time 5 days/week (M-F) 7:40 a.m. to 3:10 p.m.	Until Filled	As Soon As Possible	MRESC Districts to be determined	Must hold, or have the ability to obtain, a valid ODE Substitute Teaching license. A Bachelors degree and teaching license is preferred.

If you have questions regarding the position and/or building assignment, please contact Meaghen Tidwell, Director of Student Services at:

mtidwell@mresc.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE, OHIO

Title **School Psychologist Assistant/Educator on Special Assignment**

File 207

Reports to: Director of Special Education or Designee

Job Objective:

Provide services to help students identified as or suspected of having a disability achieve maximum benefit from their educational experience. Assists the school psychologist through a variety of tasks including but not limited to proctoring academic assessments to students, completing and delivering required paperwork, computer input, communicating with teachers and parents and completing classroom observations. Provide other support functions to assigned staff as deemed appropriate by the Superintendent or designee.

Minimum Qualifications:

- Bachelor's degree
- Holds, or is eligible for valid Ohio educator license.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation
- Such alternative to the above qualifications as the Superintendent and Governing Board may find appropriate.

Responsibilities and Essential Functions:

- Organize and distribute paperwork to streamline assessments to insure timely completion. (Send out paperwork to and from teachers to make sure they return it in a timely manner.)
- Send out planning and consent forms
- Conduct academic assessments
- Set up and complete files in Progress Book
- Turn in files to county office in a timely manner
- Make copies of all paperwork for meetings
- Contact parents/guardians to invite them to IEP and ETR meetings
- Help manage databases to ensure students are being evaluated
- Send out invitations to meetings
- Send home draft and/or completed ETR's to parents/guardians
- Scan completed ETR's into Progress Book
- Ensure teachers have copies of all needed paperwork
- Score assessments
- Conduct student observations in various classroom settings
- Participates in the identification, reporting and management of students suspected of being abused or neglected.
 - Under direction of school psychologist or supervisor, maintain complete and accurate records, reports, and inventories, as required by law, district policy, or administrative directive. Submit all required reports on time.
 - Report evidence of suspected child abuse to an appropriate authority and notify the building principal.
 - Participate in a variety of professional growth activities to keep current with changing laws.
 - Protect the confidentiality of privileged information.
 - Display personal integrity, impartiality, respect, and courtesy.
 - Ensure the safety of all students under his or her supervision.

- Provide other administrative support functions (example: AM support, substitute calling, or EMIS reporting) as deemed necessary by supervisor, Superintendent, or designee.
- Complete all trainings required by the employer
- Other duties as assigned by his or her supervisor, Superintendent or his/her designee.

Abilities Required:

- Demonstrating professionalism and exemplary personal conduct
- Demonstrating leadership skills and the ability to advance the change process
- Collecting, analyzing and interpreting information. Formulating accurate conclusions. Carrying out appropriate actions independently
- Organizing and managing time effectively
- Ability to travel to meetings and work assignments
- Lifting, carrying and moving office supplies and equipment
- Being punctual and maintaining a consistent attendance record

Working Conditions:

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential exposure to blood borne pathogens
- Interaction with agitated or upset individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under stress to meet schedules and deadlines
- Duties may include working during the evening and/or weekend