



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

### **NOTICE OF EMPLOYMENT**

**POSITION:** Part B Case Manager  
**DEPARTMENT:** Early Intervention Program  
**SUPERVISION:** Early Interventions Program Director  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** December 13, 2024 **CLOSING DATE:** December 27, 2024

### **POSITION SUMMARY:**

An IEP case manager is primarily responsible for overseeing the implementation of a student's Individualized Education Program (IEP), ensuring necessary supports and accommodations are in place, facilitating communication between parents, teachers, and other relevant staff, and regularly reviewing the student's progress to make adjustments as needed; key roles include assessing student needs, developing the IEP, coordinating services, monitoring progress, and advocating for the student's educational needs.

### **DUTIES AND RESPONSIBILITIES**

- Student assessment and evaluation: Organizing comprehensive evaluations to identify a student's educational needs and determine eligibility for special education services.
- IEP development: Leading the IEP team in developing individualized goals, accommodations, and modifications based on the student's needs.
- Communication and collaboration: Regularly communicating with parents, teachers, therapists, and other relevant staff to ensure coordinated support for the student.
- Service coordination: Arranging and coordinating necessary special education services, including therapy, counseling, and assistive technology.
- Progress monitoring: Regularly reviewing student data to track progress towards IEP goals and make necessary adjustments.
- IEP meetings: Facilitating IEP meetings, presenting student data, and ensuring all team members understand the student's needs and the IEP plan.
- Advocacy: Acting as a liaison between the school, parents, and outside agencies to advocate for the student's educational needs.

- Parent training and support: Providing parents with information about their child's disability and strategies to support their learning at home.
- Documentation: Maintaining accurate and detailed records of student evaluations, IEP meetings, progress reports, and communication with parents.
- Understanding special education law: Thorough knowledge of the Individuals with Disabilities Education Act (IDEA) and relevant state regulations.
- Data analysis skills: Ability to interpret assessment data and use it to inform IEP decisions.
- Strong communication skills: Effectively communicating complex information to parents, teachers, and other professionals.
- Collaboration skills: Working effectively with a diverse team to develop and implement the IEP.
- Problem-solving skills: Identifying and addressing challenges that may arise in implementing the IEP.
- Actively participate in service coordination meetings, staff meetings, and/or classroom meetings
- Relay accurate & timely information to team members, supervisors and/or director
- Travel to required sites
- Maintain an accurate time log/time sheet
- Occasionally provide parent/child transportation using a program vehicle following WY car seat laws
- Participate in community events/ activities as a representative of the program outside of regular business hours
- Adhere to WY Mandatory Reporting laws for Child Abuse and Neglect
- Maintain strict confidentiality for children & families
- Other work-related duties as assigned by the Director.

## **QUALIFICATIONS:**

### Minimum Qualifications:

- a. Special Education experience as a parent, case manager or other related service provider
- b. Computer Skills in Word, Excel, Google Docs, Google Sheets, Google Meets, Zoom, and/or other computer programs.
- c. Clean driving record
- d. Infant/Child CPR

Preferred Qualifications: Minimum of 2 years of work experience in early childhood education

## **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.

- Applicants that state “See Resume“ for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto:lmorgan@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.