



Rowe Elementary School
 1424 N Cleaver St
 Chicago, IL 60642
 (312) 445-5870
roweelementaryschool.org

Rowe Middle School
 1420 W Augusta Blvd
 Chicago, IL 60642
 (773) 799-2730
roweelementaryschool.org

Case Manager- Rowe Elementary/Middle School (K-8)

School Description: Rowe Elementary School, operated by Northwestern University Settlement, prepares students to succeed in and graduate from college by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming.

Our Mission & Vision: We best serve our students and our families by instilling in them the college mindset — holistically preparing them to successfully navigate the road to college graduation. We believe that our community is full of brilliant young people who, when provided an excellent education, are able to compete at colleges across the country.

Job Description: Rowe Elementary is looking for dedicated staff members to be a part of our Rowe family. Applicants will be selected based on alignment to our mission and vision, relevant experience, and demonstration of potential to yield excellent educational outcomes for scholars.

Our ideal candidate will demonstrate our core values...

We Put The WE In WERk	<i>Reflection in Action</i>	pROWEfessional	Can't Stop Won't Stop
Team werk is a selfless commitment to collaboration among the Rowe family. Together, we werk to seek solutions and we trust that our team's intentions are in the best interest of our scholars.	Our awareness of our strengths, biases, and areas of growth compels us to critically reflect and intentionally respond to continuously improve our practice in service of our Rowe family.	Our professional community is built on thoughtful communication and a solutions-oriented mindset. We strengthen the professionalism of our community by holding ourselves and our Rowe family to high expectations.	Our passion for disrupting generational poverty drives our collective responsibility as a Rowe family. We relentlessly leverage every resource to ensure the success of our scholars.

Credentials:

- Hold a Bachelor's degree from an accredited institution in education, Master's degree preferred
- Hold a current Illinois Educator License; LBS1 endorsement required
- Minimum of 2-3 years teaching experience required, Special Education experience required

Position-Specific Qualifications:

- A strong desire to become a better teacher and leader by joining our Rowe Elementary School support team
- Able to work collaboratively with colleagues including special education teachers, general education teachers, related service providers, the IEP team, the Leadership Team, and other support team staff.
- Committed to building relationships with families in pursuit of providing the best education for Diverse Learners
- Experience with teaching and differentiating ELA and math curricula aligned to the Common Core Standards
- Experience with writing IEPs and participating in IEP meetings
- Experience developing and modifying long-term plans, units and assessments (class, NWEA, ANET, PARCC) using cross-curricular data
- Demonstrated success in raising the achievement levels of traditionally under-served students



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General responsibilities include (but are not limited to):

Case Management

- Create an annual schedule of all IEP and 504 meetings
 - Ensure meetings happen prior to document due dates
 - Schedule meetings with families
- Monitor evaluation, annual IEP, and 504 compliances in grades K-8 to ensure that the IEP team completes final documents prior to due dates
- Facilitate 504 meetings and some IEP meetings throughout the year
- Open and complete documents on Impact (i.e. IEPs, notices of conference, referrals, etc.)
- Review and finalize documents in Impact
- Review and provide feedback for drafts of IEPs written by special education teachers
- Collaborate with clinicians to establish deadlines, create goals for scholars, and ensure scholars are receiving the supports listed on their IEPs
- Attend and contribute to MTSS team meetings
- Collaborate with the leadership team and all members of the special education team to ensure school-wide programs are inclusive of diverse learners and that all special education services listed in IEPs are met and followed
- Coaching paraprofessionals (observations, coaching meetings)

Teaching

- This position will include part-time teaching in addition to the responsibilities of the case manager
- Manage a caseload of scholars:
 - Provide minutes in one grade level each day
 - Collaborate with general education teachers to plan and modify lessons and materials
 - Draft IEPs for scholars on caseload

Compensation: We offer a generous compensation package which includes base salary and comprehensive health benefits. All staff members are equipped with the tools needed to succeed, including a dedicated work space, laptop computer, email, high-speed internet access, and all necessary supplies.