

## Tier 1 Case Manager Responsibilities

As the Case Manager assigned to this case, you are the primary colleague and support for the teacher and learner throughout the RtI process. In addition to this role, the following are responsibilities of the Case Manager:

After each Universal Screener administration:

- Meet with the RtI Problem Solving Team discuss student and complete the following tasks:
  - **Team**
    - Review the Universal Screener data on the student
    - RtI Team assigns cases to individual Case Managers
      - Designate staff member responsible (other than the Case Manager) for Fidelity Check
      - Designate staff member responsible (other than the Case Manager) for Student Observation
  - **Case Manager**
    - Schedule a Teacher Consultation to discuss the following (Time-no later than 1 week after RtI Team meeting):
      - Student Concerns
      - Tier I Strategies to address student concerns
      - Explain documentation using the Reading, Math, or Behavior Documentation forms
      - Fidelity support (provide any resources teacher may need)

***Within a week after the Teacher Consultation, meet with the teacher to determine the following:***

- Whether the teacher has begun implementing a Tier I strategy and if not, problem solve with the teacher to find out why. (E.g.-assist with finding proper resources and/or inform RtI Team.)
  - Whether the teacher has any questions regarding the strategies
  - Whether the teacher is still satisfied with the strategies designed; and if not, problem solve with the teacher to minimally modify strategy and/or inform the RtI Team.
- Check with teacher approximately every 2 weeks for the duration of the strategy to determine:
    - Whether the strategy and program monitoring is being implemented as described during the RtI Team meeting
    - Whether or not the teacher is tracking and keeping the appropriate documentation
    - Provide any additional resources needed for consistency and fidelity