



Argyle Independent School District

Job Title: ARD Facilitator

Exemption Status/Test: Exempt

Reports to: Director of Special Programs

Pay Grade: AP2

Dept./School: Special Education

Duty Days: 197

PRIMARY PURPOSE

Responsible for coordinating, planning, and preparing compliance documents for students eligible for Special Education services to ensure that federal and state timelines are met. The ARD Facilitator is responsible for chairing or co-chairing ARD meetings. The ARD facilitator is responsible for working with staff to maintain data integrity regarding PEIMS reporting for all special needs students, including the date of ARDs, instructional setting, and student disability. The ARD facilitator may serve more than one campus.

QUALIFICATIONS

Education/Certification:

- Bachelor's degree in a related field; Master's Degree preferred
- Valid Texas Teacher Special Education Certification or diagnostician certification

Special Knowledge/Skills:

- Excellent communication, interpersonal, and organizational skills
- Ability to collaborate with individuals from a variety of backgrounds, including but not limited to parents, teachers, school administrators, and advocacy groups
- Knowledge of applicable federal, state, and local laws, guidelines, and procedures.
- Knowledge about instructional materials, technology, and state evaluation methods.
- Skilled in communicating effectively with others
- Skilled in working with computer tools, including but not limited to email, internet, Google Docs and spreadsheets
- Skilled in working in collaborative team-based environments.
- Skilled in working with and presenting to diverse populations of students, parents, and community members.
- Ability to exercise sound judgment in decision-making, especially under challenging circumstances.
- Skilled in human relationships, conflict resolution strategies and procedures, and team-building methods and techniques

Experience:

- Minimum of three years of successful classroom experience in special education

MAJOR RESPONSIBILITIES AND DUTIES

- Schedules or assists in scheduling, Admission, Review, and Dismissal (ARD) meetings and notifies parents of the ARD meeting, including distribution of ARD calendar to appropriate ARD Committee members in a timely fashion; ensures that IEP elements are completed in applicable cases; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
- Ensures that federal/state timelines are met with respect to functions of ARD Committee meetings; requests for additional assessments and required timelines set by the ARD Committee, in collaboration with the assessment team members.

- Monitors ARD paperwork completed by campus personnel in accordance with district guidelines; completes and turns in ARD paperwork to the official archive file within 5 days of the meeting.
- Assists campus administrator(s) to ensure compliance with ARD decisions guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
- Collaborates with the SpEd Admin and staff to maintain data integrity regarding PEIMS reporting for all special needs students, including date of ARDs, instructional setting, and student disability.
- Completes lists, forms, reports, PEIMS forms, and data required by the Special Education Office by due dates (e.g., transportation forms, ESY forms, October Snapshot counts, etc.).
- Maintains current state assessment test lists, referral lists, and referrals for related services evaluation; maintains communication among assessment, service providers, and related services personnel.
- Provides for systematic communication among special and general education personnel (concerning ARD meetings and decisions, IEPs, accommodations needed in the general education setting, relevant instructional concerns, and progress).
- Completes applicable ARD supplements with accompanying data collected by campus staff (i.e., ESY regression data, all IEPs, BIPs, etc.).
- Review all paperwork before submission to ensure accuracy and completion.
- Follows end-of-year procedures for caseload exchanges, summer testing, etc.
- Assists campus administrator(s) to ensure compliance with mandates for due process guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
- Maintains thorough documentation regarding any significant problems with ARD Committee procedures; attends Special Education Department staff meetings; follows relevant professional development.
- Attends Special Education Department staff meetings.
- Perform other duties as assigned by the supervisor or administrator that are consistent with the general requirements and qualifications for the position.
- Dependable performance requires reliable and dependable attendance.
- All other duties as assigned.

Supervisory Responsibilities:

- None

MENTAL DEMANDS / PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS:

- Using standard office equipment, including a computer and peripherals.
- Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Regular light lifting and carrying (less than 25 pounds)
- May require district-wide travel
- Exposure to communicable diseases.
- Work with frequent interruptions; maintain control under pressure; work prolonged or irregular hours.

All employees are to follow district safety protocols and emergency procedures.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.¹

¹ **Date Revised: 10/2025**

Signature

Date

Print Name