AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**FACILITATOR ARD SPECIAL ED**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 2**	DUTY DAYS:	**226**	DATE REVISED:	**03/04/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A valid Special Education Texas teaching certificate in special education is preferred. A Bachelor's degree from an accredited college or university is required. A Special Education degree is preferred. Three (3) years providing special education services, including the development of Individualized Education Programs (IEPs) is preferred. A valid Texas driver's license is required. Fluency in Spanish is preferred.

SKILL REQUIREMENTS:

This position requires the ability to apply knowledge of current special education rules and regulations. The incumbent must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain special education records, and manage time and resources effectively and efficiently. This position requires a strong knowledge of Internet and web-related technology, a variety of technology applications and platforms, including Google Workspace. The use of adaptive equipment, tools, and special materials is required. The incumbent must have the ability to schedule, coordinate, facilitate, and lead ARD meetings using a variety of technology applications. This position requires the ability to read, write, and speak English fluently.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent will be responsible for scheduling ARD meetings, developing Individualized Education Programs (IEPs), facilitating communication between families and campuses, and ensuring compliance with federal and state timelines. Key responsibilities include scheduling Admission, Review, and Dismissal (ARD) meetings, writing legally compliant IEPs, managing special education documentation, monitoring and meeting federal and state timelines, and fostering collaboration between students, parents/guardians, teachers, and administrators to support student success.

ESSENTIAL FUNCTIONS:

- Develop Individualized Education Programs (IEPs) in accordance with state and federal regulations.
- Schedule and coordinate Admission, Review, and Dismissal (ARD) Committee meetings.
- Facilitate and lead ARD committee meetings.
- Organize and update relevant student data, assessment information, and IEP records using the district's digital management platform.
- Conduct observations to support the development of IEPs.
- Recommend accommodations and services appropriate to meet the needs of students eligible for special education services.
- Communicate information regarding Austin ISD programming and services with families.
- Provide Child Find outreach to families whose children are currently attending Austin ISD schools, as well as with families whose children attend private and home schools.
- Engage in ongoing professional learning, goal setting, reflection of practice, and application of new learning to increase student growth. Engage in opportunities to continuously improve.
- Collaborate with staff, students, and families/guardians/caregivers in order to improve practice, support students, and increase student success.
- Contribute to meeting of campus/District goals and expectations.

- Collect and analyze student data. Report data to the appropriate audience.
- Communicate with colleagues, students, families/guardians/caregivers, and community members to build and maintain positive relationships, promote respect, inclusiveness, and maintain a positive school climate and culture.
- Communicate with families/guardians/caregivers regarding students' academic and social-emotional strengths and areas for growth, through various methods.
- Demonstrate and apply strong knowledge of special education legal requirements to ensure compliance with all federal and state requirements.
- Maintain professional expectations of educators which include professional ethics, adherence to state and federal legal code, and District policies.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; sitting

Lifting: Frequent moderate lifting and carrying (15 pounds)

Environment: Work inside, may work outside; regular exposure to noise, work with interruptions

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	