

## Beeville ISD Job Description

## ARD Facilitator

**Job Title:** ARD Facilitator

**FLSA Status:** Exempt

**Reports to:** Director of Special Education

**Date Revised:** August, 2025

**Dept./School:** Assigned Campus or Department

**Minimum Salary:** \$52,900

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### Primary Purpose:

To coordinate and facilitate the ARD (Admission, Review, and Dismissal) process for students receiving special education services. The ARD Facilitator ensures compliance with federal, state, and local regulations, collaborates with school staff and parents, and supports the development and implementation of Individualized Education Plans (IEPs) to meet the diverse needs of students.

### Education/Certification:

Bachelor's Degree from an accredited college or university  
Valid Texas Special Education Teacher Certification, preferred  
Master's Degree, preferred

### Special Knowledge/Skills:

Knowledge of special education regulations (IDEA, ADA, Section 504)  
Knowledge of ARD facilitation and documentation using District IEP applications  
Knowledge of PEIMS coding and procedures  
Ability to develop and cultivate positive, productive professional relationships with all staff, parents and students  
Ability to use District hardware, software and network systems  
Ability to work independently and as part of a multidisciplinary team

### Experience:

Two years of successful teaching experience, preferably as a special education teacher.

### Major Responsibilities and Duties:

1. Facilitates and manages ARD meetings across assigned campuses.
2. Ensures IEP documents and ARD paperwork are completed accurately and within required timelines.
3. Maintains special education eligibility folders and updates PEIMS data accordingly.
4. Coordinates with assessment and related services teams for evaluations and placement decisions.
5. Ensures the distribution and implementation of IEPs to relevant staff.
6. Serves as a liaison between the school and outside agencies for transitional services and support.
7. Submits all required district and state documentation accurately and timely.
8. Maintains documentation regarding ARD concerns and procedural compliance.
9. Assists with student referrals to special education and facilitates related service evaluations.
10. Supports compliance with state performance plan indicators and district policies.

11. Develops required professional skills appropriate to job performance.
12. Maintains confidentiality.
13. Maintains consistent attendance and punctuality.
14. Follows district safety protocols and emergency procedures.
15. Participates in staff development activities to improve job-related skills.
16. Attends and participates in staff meetings and serves on staff committees as required.
17. Complies with policies established by local, state and federal law.
18. Performs all other duties and assignments as delegated by campus or District administration.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals, and other instructional equipment

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

**Motion:** Frequent walking

**Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry up to 25 pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environment:** Exposure to biological hazards

**Mental Demands:** Maintain emotional control under stress

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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.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_