

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	ARD Facilitator	STATUS:	Exempt
REPORTS TO:	Principal or Designee	TERMS:	180 Days
DEPARTMENT:	Special Education	PAY GRADE:	Teacher Pay Scale

PRIMARY FUNCTION

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 Programs (IEPs) to meet the diverse needs of students.

QUALIFICATIONS

Education/Certification:

Bachelor's Degree from an accredited college or university

Valid Teacher Certification in Special Education

SPECIAL KNOWLEDGE/SKILLS:

Strong knowledge of special education regulations (IDEA, ADA, Section 504)

Proficient in ARD facilitation and documentation using district IEP management systems

Familiarity with PEIMS coding and reporting procedures

Excellent written and verbal communication skills

Effective interpersonal, organizational, and time-management skills

Conflict resolution, decision-making, and problem-solving skills

Proficient in Microsoft Office, Google Suite, and special education software platforms

Ability to work independently and as part of a multidisciplinary team

Experience:

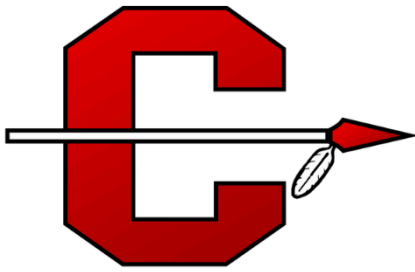
Minimum of three (3) years of teaching experience (preferably in special education) preferred

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Facilitate and manage ARD meetings across assigned campuses.
2. Ensure all IEP documents and ARD paperwork are completed accurately and within required timelines.
3. Maintain special education eligibility folders and update PEIMS data accordingly.
4. Coordinate with assessment and related services teams for evaluations and placement decisions.
5. Ensure the distribution and implementation of IEPs to relevant staff.



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11. Serve as a liaison between the school and outside agencies for transitional services and support.
12. Submit all required district and state documentation (e.g., transportation forms, state assessment lists, October counts).
13. Maintain documentation regarding ARD concerns and procedural compliance.
14. Assist with student referrals to special education and facilitate related service evaluations.
15. Support compliance with state performance plan indicators and district policies.
16. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
17. Develop needed professional skills appropriate to job performance.
18. Maintain confidentiality.
19. Reliable attendance and punctuality.
20. Follow district safety protocols and emergency procedures.
21. Participate in staff development activities to improve job-related skills.
22. Attend and participate in staff meetings and serve on staff committees as required.
23. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
24. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 25 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

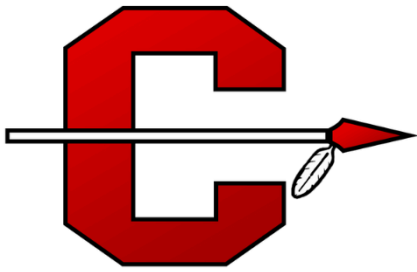
Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical



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