



CRANDALL INDEPENDENT SCHOOL DISTRICT  
*Student Support Services Department*

400 W. Lewis St. Crandall, TX 75114 Office (972)427-6000 Fax(972)427-6134

**Job Title:** **ARD FACILITATOR**  
**Reports to:** Principal and SPED Director  
**Dept./School:** Special Education, Assigned Campus  
**Date Revised:** March 1, 2026  
**Funding Source:** 199-23 SPED Local Funds

**Primary Purpose**

The ARD Facilitator is responsible for coordinating, planning and the preparing of compliance documents for students eligible for Special Education services. The ARD Facilitator is responsible for chairing or co-chairing ARD meetings at the assigned campus or campuses.

**QUALIFICATIONS**

**Minimum Requirements**

Bachelor's Degree  
Special Education Certificate Preferred  
Three years teaching experience including experience teaching students with disabilities.  
Experience with special education data management systems.

**Special Knowledge/Skills**

Understands the function of the Admission, Review and Dismissal (ARD) Committee meeting and an understanding of special education law and procedures.  
Effective communication skills with others as well as the ability to work collaboratively.  
Ability to exercise good decision making.  
Effective and efficient use of the SPED data management systems.

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Schedules, or assists in scheduling, Admission, Review and Dismissal (ARD) meetings and creates/send notifies parents of the ARD meeting, including distributing of ARD calendar to appropriate ARD Committee members in a timely fashion; ensures that Individual Transition Plan elements are completed in the applicable cases; notifies all appropriate school personnel of ARD meeting/ARD schedule changes.
2. Ensures that federal/state timelines are met with respect to functions of ARD Committee meetings: requests for additional assessments and required timelines set by ARD Committee.
3. Monitors ARD paperwork completed by campus personnel; completes and submits/uploads ARD paperwork within 72 hours of the meeting.

4. Completes required documentation and reports required by the special education department by due dates (e.g. transportation forms, extended service year (ESY) forms, PEIMS verifications, etc).
5. Maintains current state assessment rosters and submits/communicates additional testing and or re-evaluation requests, etc. (including those for related services) to the appropriate personnel. Maintains communication between evaluation personnel and related service providers ensuring compliance with ARD related requirements.
6. Maintains systematic communication between special and general education personnel with respect to ARD meetings and decisions, IEPs, student accommodations, and instructional concerns and progress.
7. Completes appropriate ARD supplements and collects appropriate data (i.e., ESY regression, individual educational plan (IEP), behavior improvement plan (BIP, etc.) to be included in ARD documentation.
8. Follows beginning of year and end of year procedures and submits appropriate program student recommendations to the special education department.
9. Assists campus administrators in maintaining compliance with all federal, state and local policy as it applies to students with disabilities.
10. Maintains thorough documentation regarding any significant concerns with ARD committee procedures and communicates those concerns with the appropriate personnel.
11. Attends special education department staff meetings and relevant staff development.
12. Maintains positive relationships with school staff, parents, and community members.

**Other**

13. Perform other duties as assigned by supervisor and Special Education department.

**Supervisory Responsibilities**

None

**Working Conditions** - Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control

Prolonged sitting, standing and walking

Work with frequent interruptions

Hearing and speaking clearly

Moderate lifting and carrying

Prolonged use of computer

*The foregoing statements describes the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Employee:**

**Date:**

**Supervisor:**

**Date:**