



Hays Consolidated Independent School District

Department of Human Resources

Job Title: NSHE - Special Education ARD Facilitator

Wage/Hour Status: Exempt

Reports to: Executive Officer of Special Education

Pay Grade: NSHE Placement

Dept./School: Special Education

Date Revised: May 2025

Primary Purpose:

Coordinate, facilitate and administrate Admission, Review and Dismissal (ARD) meetings on assigned campuses and across the district.

Qualifications:

Minimum Education/Certification:

Bachelor's degree from accredited university

Valid Texas teaching certificate with required special education endorsements for assignment

Special Knowledge/Skills:

Knowledge of special needs of students in assigned area

Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation

Knowledge of how to adapt curriculum and instruction for special needs

Excellent organizational, communication and interpersonal skills

Experience

Student teaching, approved internship, or related work experience

Major Responsibilities and Duties:

1. Coordinate and schedule campus ARD/IEP meetings
2. Support completion of ARD paperwork
3. Act as contact person for parents of students receiving special education services.
4. Compile data regarding parent participation in ARD meetings for each campus served
5. Act as the LEA Representative for the ARD/IEP meetings
6. Complete all ARD paperwork no later than 5 days after the ARD/IEP meeting is held
7. Coordinate sharing of Special Education student information and needs between campuses
8. Coordinate with student "Folder" teacher to assure all student IEP needs are being met
9. Follow all local Special Education policy guidelines. (Dual Enrollment, Focus, SLC, Foundational Learning, etc.)
10. Facilitate the smooth transition of students from campus to campus when appropriate. At the secondary level, this will require working closely with the district transition specialist.
11. Use mediation skills to facilitate meaningful partnerships with families.
12. Advise the Executive Officer, Supervisor, and campus administration of any issues that occur during ARD meetings.
13. Maintain professional relationships with parents, students, and colleagues.
14. Participate in staff development activities to improve job-related skills.
15. Keep informed of and comply with federal, state, district, and school regulations and policies for special education.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
17. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, printer, calculator, copier;

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

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

Lifting: Regular light lifting and carrying (less than 35 pounds);

Environment: Frequent districtwide travel; Work inside, may work outside; regular exposure to noise

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

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

Employee Name (please print)

Date

Employee Signature

Badge #