
Job Title:	Assessment/ARD Facilitator
Reports to:	Director of Special Education
Dept./School:	Special Education
Wage/Hour Status:	Exempt
Pay Grade:	Admin-Professional / Level 3 (200 days)
Date Revised:	May 2022

Primary Purpose:

Assist HISD assessment staff in scheduling, preparing, and facilitating ARD Meetings and coach special education teachers in ARD paperwork and IEP compliance. Provide services to students and school personnel in consultation, intervention, prevention, and education strategies for those students qualifying under IDEA.

Qualifications:**Education:**

- Bachelor's Degree in Special Education or related field
- Valid Texas Teacher Certificate
- Minimum of 3 years classroom experience, including experience working with special education students

Special Knowledge/Skills:

- Familiarity with Microsoft office programs and google suites
- Strong understanding of the ARD process
- Knowledge of Special Education Procedures and Guidelines
- Knowledge of general education curriculum
- Knowledge of special education theory, curriculum, and educational programs for students with disabilities
- Strong organizational and time management skills
- Strong communication (written and oral), teamwork, and interpersonal skills
- Ability to work cooperatively with staff, students, and parents

Major Responsibilities:

1. Monitor and schedule ARDs and evaluation reviews aligned with compliance timelines.
2. Maintain campus ARD calendar and coordinate required ARD member attendance.
3. Follow department policies and procedures to ensure quality of documentation for compliance.
4. Ensure timely preparation of required IEP documents prior to ARD meetings
5. Conduct ARD Committee Meetings.
6. Collect and organize ARD documents in preparation for meetings.
7. Communicate with campus administrators and teachers prior to ARD meetings
8. Monitor and track case manager IEP preparation and compliance.
9. Complete, maintain, and submit all reports, records and other documents as required in a timely manner.
10. Collaborate with general and special educators to implement and adjust accommodations and modifications as per IEPs.
11. Serve as a resource person concerning student impairments.
12. Plan cooperatively in effort to improve organizational climate.
13. Facilitate communication and collaboration between campus staff, assessment, and special education specialists.
14. Maintain confidentiality and handle sensitive information with discretion.
15. Disseminate information to campus special education staff regarding policies and procedures developed by the department of special education services.
16. Collaborate with campus special education department lead to provide professional development in ARD requirements and monthly campus department meeting needs.

17. Comply with policies established by federal and state law, State Board of Education rules, and local board policy.
18. Comply with all district and campus procedures and regulations.
19. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

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/marching, conducting

Lifting: Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments

Environment: Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

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.

Received by: _____

Date: _____