

## Job Description – ARD Facilitator

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**Primary Function:** Under the direction of the Director of Special Services, implements the special education ARD/IEP process. Collaborates with other professionals and parents in the ARD process. Works cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

### Responsibilities/Duties:

#### Program Management

- Conducts classroom observations
- Schedules, facilitates and participates in the Admission, Review and Dismissal (ARD) Committees on assigned campuses for students according to district procedures
- Provides staff development training to assist school personnel in implementation of special education compliance standards
- Assists classroom teachers with the implementation of IEP
- Consults with parents concerning the educational needs of students
- Compiles, maintains and files all reports, records and other documents required
- Complies with and educates campus staff in areas related to policies established by federal and state law, State Board of Education rules, the local board policy in the area of assessment, placement and planning for special education services and the local special education operating guidelines
- Complies with all district and local campus routines and regulations

#### Professional Growth and Development

- Develops needed professional skills appropriate to job assignment
- Keeps current on changes in special education law policies, procedures, and local operating guidelines

#### School/Community Relations

- Articulates the District's mission and goals in the area of assessment services to the community and solicits support in realizing the mission
- Demonstrates awareness of school-community needs and initiates activities to meet those identified needs
- Demonstrates the use of appropriate and effective techniques for community and parent involvement

#### Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

**Knowledge and Abilities:**

Knowledge of:

- ARD procedures, education of special education students, IEP development and implementation
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Travel to multiple work locations
- Work independently with little direction
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

**Education/Licenses/Experience:** Valid special education Texas teaching certificate preferred. Three years teaching experience and experience teaching special education preferred.

**Working Conditions:**

**Mental Demands:** Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

**Physical Demands/Environmental Factors:** Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 197 work days. See current salary for Professional Compensation Plan.

**Revised:** 07/15/2025

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The foregoing statements describe the general function 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.

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Employee Signature

Date