



SPED TEAM LEAD/ARD SPECIALIST, MS

Rev. July 2025

Job No.: 3308

Reports to: Principal

Dept./Campus: Campus

FLSA Status: Exempt

Pay Grade: 303

Term: 187 days

PRIMARY PURPOSE

To provide campus-level leadership for the Special Education Department at the middle school level. To promote student success by enabling campus administrators and instructional staff to focus on individual student needs and increase the amount and quality of classroom instructional time by implementing consistent systems to manage special education paperwork and the Admission, Review and Dismissal (ARD) process efficiently.

MAJOR RESPONSIBILITIES AND DUTIES

- Facilitate team meetings.
- Coordinate Special Education teachers/Instructional Assistants schedule.
- Determine tracking teacher lists.
- Provide general education and special education training.
- Coordinate testing/assessment.
- Serve as liaison between central office/administration and staff.
- Problem solve with students, parents, teachers.
- Facilitate ARDs.
- Maintain campus database.
- Participate in interviewing and hiring of staff.
- Meet district expectations (collecting and submitting data).
- Coordinate system to disseminate IEPs/mods to General Education Staff.
- Coordinate special education programs on campus.
- Facilitate transition process for students.
- Collaborate with AP on discipline as appropriate.
- Manage campus department budget-coordinate purchasing of materials and supplies.
- Attend and facilitate ARD meetings as School District Representative (Administrator designee).
- Provide direct support to new teachers and staff with the ARD process.
- Maintain campus and special education database.
- Maintain ARD calendar for designated campuses; schedule ARDs for designated caseload; complete all ARD notifications and process the ARD paperwork; and check for completion of ARDs.
- Conduct on-going folder reviews to ensure eligibility folders meet District Effectiveness & Compliance (DEC) monitoring model.
- Monitor timelines for all temporary ARDs, annual ARDs and three-year re-evaluations and manifestation determinations.
- Coordinate the gathering of information and data needed for ARDs (e.g. assessment data, attendance, STAAR history, profile information, behavioral referrals, etc.).
- Complete appropriate portions of the paperwork prior to and after the ARD (SEMS and file change forms, demographic information, transportation forms) and turn into appropriate offices.
- Assist in the collection of data for Extended School Year and paperwork preparation.
- Maintain and ensure implementation of ARD Action Plans.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate in Special Education or related field preferred.
- Experience in classroom teaching for special education students.

Knowledge/Skills/Abilities:

- Knowledge of IDEA and legal requirements; the ARD process and paperwork; the availability of resources of the public agency (school district); the general curriculum; and general office equipment.
- Skill in leadership; communication; and organization.
- Ability to manage multiple priorities and projects; and use computer and application software.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Frequent standing, stooping, bending, pulling and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.