



ARD/504 SPECIALIST, ES

Rev. July 2025

Job No.: 3203

Reports to: Senior Coordinator, Campus Special Education

Dept./Campus: Special Program Services

FLSA Status: Exempt

Pay Grade: 302

Term: 187 Days

PRIMARY PURPOSE:

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 504/special education paperwork and the Admission, Review and Dismissal (ARD) and Section 504 meeting processes efficiently.

MAJOR RESPONSIBILITIES AND DUTIES

- Attend and facilitate Section 504/ARD meetings as School District Representative (Administrator designee) for multiple elementary campuses.
- Provide direct support to new teachers and staff with the Section 504/ARD process.
- Maintain campus and special education/504 database.
- Maintain ARD/Section 504 calendar for designated campuses.
- Schedule Section 504/ ARDs for designated caseload.
- Complete all Section 504/ARD notifications and process the Section 504/ARD paperwork.
- Check for completion of Section 504/ARD.
- Conduct on-going folder reviews to ensure eligibility folders meet District Effectiveness & Compliance (DEC) monitoring model.
- Monitor timelines for all Section 504 meetings, temporary ARDs, annual ARDs, and three-year re-evaluations and manifestation determinations.
- Coordinate the gathering of information and data needed for Section 504/ARDs (e.g. assessment data, attendance, TAKS/TAAS history, profile information, behavioral referrals, etc.)
- Complete appropriate portions of the paperwork prior to and after the Section 504/ARD meeting (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 required.

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:

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.

- Knowledge of IDEA and legal requirements; the ARD process and paperwork; Section 504 accommodations and supports; the availability of resources of the district; and general curriculum.
- 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.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to add, subtract, multiply, divide and to record, balance and check results for accuracy.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.