



TITLE:	ARD Facilitator	STATUS:	Exempt
REPORTS TO:	Assessment and Compliance Coordinator	TERMS:	179 Days
DEPARTMENT:	Special Education	PAY GRADE:	T1, Chapter 21 Contract

PRIMARY PURPOSE:

The ARD facilitator is responsible for coordination, planning, preparation, and auditing of legal documents for students eligible for Special Education services.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree from an accredited college or university

Master's Degree (Preferred)

Valid Texas teaching certificate with required endorsements or certification/license in an area of special education

Special Knowledge/Skills:

General knowledge of diagnostic procedures, education of special education students, human development, and learning theories

General knowledge of special education legal framework

Excellent organizational, communication, and interpersonal skills

Experience:

Three years of experience in special education

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal.

The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs.

The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours.

Frequent district-wide travel is also required.

The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds.

Specific vision abilities required by this job include close vision.

The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.).

The noise level in the work environment is usually low to moderate, but occasionally will be excessive.

Essential Functions:

1. Prepare ARD calendar for assigned students in special education in a timely manner
2. Notify all appropriate school personnel of ARD meetings/ARD schedule changes.



3. Turn in lists, forms, and data requested by the Special Education Office by due dates (i.e. transportation, PEIMS, ESY, etc.)
4. Conduct the campus ARD meetings for eligible students.
5. Meet timelines within TEA guidelines.
6. Maintain thorough documentation (e.g., ARD schedule changes, etc.).
7. Complete written reports, required forms, PEIMS, and interdepartmental communication in a timely and accurate manner.
8. Maintain an accurate list of students referred for assessment and determined eligible or ineligible for TEA report.
9. Encourage and provide for systematic communication among assessment and related service personnel (with respect to ARD meetings, and decisions, evaluations, relevant instructional concerns, progress, etc.)
10. Provide consultation to special and general education teachers in implementing strategies and IEPs.
11. Attend Special Education Department staff meetings.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

_____ Signature	_____ Printed Name	_____ Date
_____ Supervisor Signature	_____ Printed Name	_____ Date