

Pflugerville Independent School District - Job Description

Job Title/Position:	ARD Facilitator	Department/School:	Special Education
Pay Information:	Educational Leadership Compensation Plan Pay Grade: EL1 / Days: 192	Supervised By:	Director of Special Education & Assistant Director of Special Education
FLSA:	Exempt	Date Revised:	November 2014

Primary Purpose:

The ARD facilitator is responsible for coordination, planning and preparation of compliance documents for students eligible for Special Education services. The ARD Facilitator is responsible for chairing, or co-chairing, ARD meetings, and serves more than one campus.

Qualifications (Experience/Education/Certification):

Minimum of three years teaching experience, including experience teaching disabled and other students with diverse learning needs; Experience with Special Education Manager, or other computer based documentation system preferred.

Major Responsibilities:

- Schedules, or assists in scheduling, Admission, Review, and Dismissal (ARD) meetings and notifies parents of the ARD meeting, including distribution of ARD calendar to appropriate ARD Committee members in a timely fashion; ensures that ITP elements are completed in applicable cases; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
- Ensures that federal/state timelines are met with respect to functions of ARD Committee meetings; requests for additional assessments and required timelines set by ARD Committee.
- Monitors ARD paperwork completed by campus personnel; completes and turns in ARD paperwork to official audit file within 72 hours of the meeting; turns in PEIMS information to campus registrar within 48 hours of the ARD meeting.
- Completes lists, forms, reports, PEIMS forms, and data required by the Special Education Office by due dates (e.g., transportation forms, EYS forms, October counts, etc).
- Maintains current state assessment test lists; referral lists, and referrals for related services evaluation; maintains communication among assessment, service providers, and related services personnel.
- Provides for systematic communication among special and general education personnel (with respect to ARD meetings and decisions, IEPs, accommodations needed in the general education setting, relevant instructional concerns and progress).
- Completes applicable ARD supplements with accompanying data collected by campus staff (i.e., EYS regression data, all IEPs, BIPs, etc.).
- Follows end of year procedures for folder exchanges, summer testing, etc.
- Assists campus administrator(s) to ensure compliance with mandates for due process guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
- Maintains thorough documentation regarding any significant problems with ARD Committee procedures; attends Special Education Department staff meetings; attends relevant professional development.
- Conserve electricity as outlined in the districts energy management plan.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, local laws, and guidelines and procedures.
- Knowledge of Hispanic and other cultures.
- Experience in adapting and implementing curriculum to meet individual learning and behavioral needs.
- Knowledge about instructional materials, technology, and state evaluation methods.
- Skill in communicating effectively with others.
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets.
- Skill in working in collaborative team-based environments.
- Skill in working with and presenting to diverse populations of students, parents, and community members.
- Ability to exercise good judgment in decision making, especially in difficult circumstances.

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; must be able to push, pull, lift, and/or carry at least 30 lbs; frequent in-district travel; integrating into different school environments; transporting laptop computer from location to location.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____