

**Job Title:** Early Childhood ARD and Case Manager

**Reports to:** Director of Special Education

**Dept./School:** Assigned Campus

**Exemption Status/Test:**  
Exempt/Professional

**Date Revised:** December 2024

**Pay Grade:** Teacher Pay Scale +1500 Stipend

**Primary Purpose:**

Provide ARD facilitation and documentation in compliance with special education law and federal, state and district expectations. Support campus in best practices for special education to ensure the effective implementation of each student's Individual Education Program (IEP). Coordinate parent and ECI referrals. Serve as the Case Manager for assigned Special Education students that includes prepping and closing out ARD's, and completing 9-week progress reports.

**Qualifications:**

**Education/Certification:**

- Texas Special Education Teacher Certification or
- Texas General Education Teacher Certification

**Special Knowledge/Skills/Abilities:**

- Excellent written and oral communication skills
- Experience working with students with disabilities and with diverse needs
- Experience facilitating ARDs in the district software management system
- Strong organizational skills

**Experience:**

- Minimum 3 years' experience as a special education teacher or general education teacher
- If you hold a master's degree in a related field of special education, you will receive an additional \$1500 Stipend.

**Major Responsibilities and Duties:**

- **Program Management**
- Collaborate with teacher, parents, and staff to develop IEP through the ARD Committee process for each student assigned.
- Facilitate and participate in ARD/IEP committee meetings on a regular basis.
- Document decisions made by the ARD Committee in compliance with state and federal law as well as district guidelines.
- Prepare ARD draft/proposal paperwork in advance of ARD Committee meetings.
- Review teacher ARD documents for completion and quality (e.g. IEPs, PLAAFP statements, transition services, supplements, etc.) and provide feedback to teachers.
- Support teachers in developing effective IEPs based on effective PLAAFP statements.
- Prepare and analyze various reports (progress reporting, PEIMS verification, student rosters, etc.) in support of the campus.
- Ensure ARD/IEP documents are archived in a timely manner.
- Ensure accuracy of state assessment information provided to the Campus Testing Coordinator.

- Review student data with the team and discuss instructional strategies to support students.
- Continue to develop professional knowledge and skills related to special education compliance and best practices for students.
- Respond to parent calls and/or written requests within 24 hours.
- Respond to requests for information and attend meetings as requested by the Central Special Education Administration.
- Be a positive role model for campus staff, support the mission of the school district.
- Monitor campus compliance with procedural expectations to ensure students are receiving FAPE, such as, but not limited to IEP progress updates, documentation logs, verification of student services, provision of Transition services, adherence to ARD and evaluation timelines, etc.
- Assist administration with planning and implementing changes to curriculum, policies, procedure and help determine program quality and effectiveness.
- Ensure that all local, state, and federal regulations are being followed. (Policies, procedures, rules, regulations, and laws).
- Follow end of year procedures for completing and submitting required documentation to the central office prior to end of contract.
- Assist with ordering, inventory, and distributing instructional materials and equipment.

### **Other**

- Follow district safety protocols and emergency procedures.
- Maintain an appropriate level of technology competence to meet the current and future needs of district
- Participate in staff development activities to improve job-related skills, and serve on staff committees as required.
- Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
- Compile, maintain, and file all physical and computerized reports, records, and other documents as required.
- Perform other duties as assigned

### **Communication**

- Establish and maintain open communication by conducting conferences with parents, teachers, and principals.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

### **Supervisory Responsibilities**

Supervise Pre-K Inclusion teacher aides.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Non-Supervisor Personnel

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**Mental Demands/Physical Demands/Environmental Factors:**

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Standing, prolonged sitting, occasional kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching; may also require climbing stairs and reaching over head

Lifting: Moderate lifting and carrying (up to 15 pounds); May require occasional heavy lifting and carrying (15-45 pounds)

Environment: May work prolonged or irregular hours; frequent district wide travel; all campuses are temperature controlled with hard surface floors

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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The forgoing statements describe the general purpose 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.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_