



Job Description

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| Position Title: | ARD Facilitator |
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| Function: | Instruction |
| Family: | Instructional Support |
| Reports to: | Director, Disability Services |

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| Terms of Employment: | | | | | |
| Pay Grade: | E17 | Minimum Salary: * | \$58,588 | Mid-Point Salary: | \$71,182 |
| *Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date. | | | | | |
| Minimum Work Days: | 194 | Type of Assignment: | Full-Time; Exempt | Contract Type: | Probationary-Other Prof |
| Funding Source: | This position is locally funded. | | | | |

Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The ARD Facilitator is responsible for coordination, planning and preparation of compliance documents for students eligible for Special Education services to ensure federal and state timeline requirements are met. The ARD Facilitator is responsible for working with the Administrators, SLP, School Psychologist and/or Educational Diagnostician in maintaining all data integrity regarding PEIMS reporting for all special needs students including dates of ARDs, instructional setting, and student disability. The ARD Facilitator may serve more than one campus.

Essential Functions / Key Responsibilities

1. Responsible for facilitating/conducting Admission, Review, and Dismissal (ARD) meetings and completing/collecting all required documents for all students at assigned campuses within federal/state timelines.
2. Schedule, or assists in scheduling, ARD meetings and ensures that IEP elements are completed in applicable cases; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
3. 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, in collaboration with the assessment team members.
4. Monitors ARD paperwork completed by campus personnel in accordance with district guidelines.
5. Works with the ARD Clerk in maintaining data integrity regarding PEIMS reporting for all special needs students including date of ARDs, instructional setting, and student disability.
6. 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).
7. Assists campus administrator(s) to ensure compliance with ARD decisions guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.



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8. Completes lists, forms, reports, and data required by the Special Education Department by due dates (e.g., transportation forms, EYS forms, etc.).
9. Maintains current state assessment lists working with the CTCs to ensure state assessment accommodations for students are accurate and provided during testing.
10. Assists with communication process for referrals for related services evaluation; maintains communication among assessment, service providers, and related services personnel.
11. Follows end of year procedures for folder exchanges, summer testing, etc.
12. Holds staffing with teachers and administrators prior to ARD meetings when necessary.
13. Communicates with administrator and counselor regarding any student schedule course or service changes based on ARD committee decisions.
14. Review all paperwork before submission, to ensure accuracy and completion.
15. Collaborates with teachers to ensure completed ARDs are archived to ensure access to current student accommodations.
16. Maintains thorough documentation regarding any significant problems with ARD Committee procedures; attends Special Education Department staff meetings; attends relevant professional development.
17. Perform other duties as assigned by the supervisor or other administrator that are consistent with the general requirements and qualifications for the position.

Minimum Requirements

- Bachelor's degree from an accredited four-year college or university or 4 years equivalent experience.
- 3+ years teaching experience
- Valid Texas Special Education Certification
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Master's degree from an accredited four-year college or university.
- 5+ year of experience working with students with disabilities
- Bilingual (Spanish)

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Knowledge of all applicable federal, state, local laws, and guidelines and procedures.
- Knowledge about instructional materials, technology, and state evaluation methods
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Skilled in working with computer tools, including but not limited to, email, internet, google drive/documents and spreadsheets.
- Skilled in working in collaboration team-based environments.
- Skilled in working with and presenting to diverse populations of students, parents, and community members.
- Ability to exercise good judgement in decision making, especially in difficult circumstances.
- Skilled in human relationships, conflict resolution strategies and procedures; and team building methods and techniques.
- Comply with the Texas Educator's Code of Ethics.



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- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
- Daily attendance and punctuality at work are essential functions of the job.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, laptop computer and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to temperature extremes (hot and cold), humidity extremes, noise.
- Regular district-wide travel to multiple work locations as assigned. Regular sit, talk or hear.
- There are several deadlines associated with this position, which may cause significant stress.

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-50 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____