

Admission, Review & Dismissal (ARD) Facilitator Job Description



Job Title: Admission, Review, & Dismissal (ARD) Facilitator

FLSA: Exempt

Reports to: Program Manager of ARD

Pay Grade: Teacher Scale

Dept./School: Assigned Campus

Calendar Days: 199

Contract: Probationary/Term

Revised: 5.20.22

Primary Purpose

The ARD Facilitator is responsible for the coordination, planning, and preparation of compliance documents for students eligible for Special Education services. They are responsible for facilitating ARD meetings and assisting in the development of the students' Individualized Education Programs (IEP) and completion of required ARD paperwork. They will communicate with campus staff and parents before and after ARD Committee meetings in preparation/follow-up activities.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or university
- Valid Texas Teaching Certification with required special education endorsements for assignments or out-of-state equivalent certification and the ability to obtain Texas Certification required
- Minimum three (3) years teaching experience, including experience teaching students with disabilities

Special Knowledge/Skills:

- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Educational Plan (IEP) goal setting process and implementation
- General knowledge of curriculum and instruction
- Ability to work well with a diverse population

Evidenced strength in key competencies from Aldine's Leadership Definition

Connect

Cultivates relationships through trust, respect, empathy, and social/cultural awareness

- Builds and maintains strong relationships with students, families, colleagues and campus leaders
- Relates to people of varying ethnic, cultural, and religious backgrounds
- Helps team members to build strong relationships with each other, resulting in stronger team morale and sense of belonging

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- Cultivates trust and compels others to follow by consistently leading with authenticity and integrity

Inspire

Supports growth in others through feedback, coaching, and equitable access to leadership opportunities

- Reflects on own coaching and feedback practices to both ascertain efficacy and evaluate equity
- Recognizes and adapts to differences, fitting feedback to the individual
- Provides consistent, developmentally-focused feedback in order to enhance the capacity of those documenting special education services through the admission review & dismissal (ARD) process
- Provides regular opportunities and structures that support teachers in leading work on instructional improvement, and establishes a system for supporting and coaching them to results

Impact

Makes student-driven decisions supported by relevant data

- Effectively reaches logical conclusions and makes high-quality decisions
- Gives priority and caution to significant issues
- Assists staff in understanding the importance of student assessment
- Collaborates with staff during the process of data interpretation
- Ensures that available data is disaggregated and tailored to promote student success

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Experience:

- Minimum three (3) years successful teaching experience with evidence of student growth

Major Responsibilities and Duties

1. Set high expectations of achievement that are ambitious and measurable
2. Collaborate with students, parents and other members of the staff to provide quality specialized instruction to students whom are deaf or hard of hearing, supporting education in the least restrictive environment
3. Set high standards for student's behavior, engagement, and achievement that are ambitious and measurable
4. Work collaboratively with the special education administration, campus administration team and district curriculum program directors to develop goals and objectives for the purpose of enhancing the campus instructional programs
5. Schedule, or assist in scheduling, Admission, Review, and Dismissal (ARD) meetings and notifies parents of the ARD meeting including distribution of ARD calendar to appropriate ARD

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Committee members in a timely fashion; notifies all appropriate school personnel of ARD meetings/ARD schedule changes

6. Ensure 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
7. Complete lists, forms, reports, PEIMS forms, and data required by the Special Education Office by due dates (e.g., transportation forms, ESY forms, etc)
8. Maintain current state assessment test lists; referral lists, and referrals for related services evaluation; maintains communication among assessment, service providers, and related services personnel
9. Provide 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)
10. Complete applicable ARD supplements with accompanying data collected by campus staff (i.e., ESY regression data, all IEPs, BIPs, etc.)
11. Follow end of year procedures for folder exchanges, summer testing, etc.
12. Assist 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
13. Maintain thorough documentation regarding any significant problems with ARD Committee procedures; attends Special Education Department staff meetings; attends relevant professional development
14. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned
15. Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods in accordance with district requirements.
16. Assist in the selection of appropriate instructional accommodations and supplemental aids as necessary
17. Assess the progress of students on an annual basis
18. Collaborate, cooperate and present at the campus and district level meetings or other district level training opportunities
19. Comply with policies established by federal and state law, State Board of Education rule, and local board policy
20. Comply with all district and campus routines and regulations

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21. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents required
22. Attend and participate in compliance meetings and activities
23. Perform other duties as assigned by the special education program director, building principal and the Superintendent of Schools

Evaluation

The ARD Facilitator's evaluation is a responsibility resting with the campus administrator. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Physical Demands/Environmental Factors: May work prolonged or irregular hour; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise, frequent districtwide and occasional statewide travel

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

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

*This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.