

Aledo ISD Job Description

Special Programs – District Wide

ARD Manager

Rev. 3/21/2024

Reports to: Director of Special Programs

Primary Purpose:

Coordinate, schedule, manage, and participate in annual Admission, Review, and Dismissal (ARD) meetings to ensure timeline requirements for annual and initial ARD due dates. Ensure all elements required to be addressed and documented are accomplished through the Individual Education Program (IEP) software system and parents receive a copy of the ARD meeting.

Qualifications:

Education/Certification

Bachelor's degree in education

Valid Texas teaching certification

Valid Special Education certification

Special Knowledge/Skills

Draft/prepare and complete the IEP paperwork for each student based on individually assessed needs in accordance with district procedures.

Knowledge of Special Education policies and procedures, as well as state and federal guidelines for the educational requirements for special education students

Excellent organizational, time management, communication, and interpersonal skills

Ability to travel to multiple work locations as assigned.

Knowledge of ARD processes and IEP development.

Skilled in working in collaborative team-based environments.

Ability to exercise good judgment in decision making, especially in difficult circumstances.

Skilled in building and maintaining human relationships, conflict resolution strategies and procedures; and team building methods and techniques.

Experience

Experience with special populations

Three years teaching experience, preferably in special education

Experience with an IEP software system preferred

Major Responsibilities and Duties:

Compliance

1. Schedule, reschedule as needed, and draft/prepare paperwork for all ARD meetings assigned. This includes creating the calendar invitations and ARD preparation forms for staff as well as providing parents/adult students with the required ARD meeting invitation notices and procedural safeguards.
2. Support the ARD committee regarding the development of IEPs, including completing all necessary components of a student's IEP.
3. Meet all federal, state, and district timeline requirements for annual and initial ARD meetings.
4. Ensure all federal, state, and district processes and requirements are met when conducting ARD meetings.
5. Ensure accuracy for PEIMS coding such as instructional arrangements, ESCE locator codes, and dyslexia codes in IEP paperwork when conducting ARD meetings and IEP amendments.
6. Ensure deliberations during ARD meetings accurately reflect the conversations that led the committee to the decisions made.

7. Create prior written notice following an IEP meeting and ensure all signatures and paperwork is processed completely at the end of the IEP meeting.
8. Assist with filing required documents in the student's eligibility folder.
9. Attend student staffing meetings, as needed.
10. Review ARD preparation forms prior to IEP meeting to ensure alignment with the TEA Standards-Based IEP training and communicate according to district procedures.
11. Follow district procedures to provide relevant sections of the IEP to those who have an education need.
12. Perform other duties as assigned by supervisor.

Professional Growth and Development

13. Engages in continuing professional development by assessing one's own needs to stay abreast of current trends, knowledge, and strategies regarding ARD processes and IEP Development.
14. Maintains knowledge of Federal rules and regulations regarding employment, child labor, as well as wage and hour requirements.

School/Community Relations

15. Interacts effectively with ARD committee members.
16. Effectively communicates knowledge and ideas orally to students, parents, and staff.
17. Effectively communicates knowledge and ideas in writing.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; printer, copier, fax.

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching.

Lifting: Moderate lifting and carrying (under 15 pounds);

Other: Maintain emotional control under stress; Occasional statewide travel; Occasional prolonged and irregular hours; Recognize and respond to crisis situations; Regular district wide travel to multiple work locations as assigned.

The foregoing 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.

Employee Signature

Date

Supervisor Signature

Date