

Job Title: ARD Facilitator

Wage/Hour Status: Exempt

Reports to: Director of Special Education

Pay Grade: Teacher salary

Duty Days: 202

Dept/School: Special Education

Date Revised: 12/9/2014

Qualifications:

Education/Certification:

Bachelor Degree from accredited university

Valid Texas Teacher Certification

Master's Degree in Special Education, Counseling, or Administration, Preferred

Special Knowledge/Skills:

Knowledge of the ARD process

Knowledge of laws regarding Special Education

Knowledge of disabilities and best practices in Special Education

Knowledge of general curriculum

Experience:

Three years teaching special education

Major Responsibilities and Duties

Align the major functions of the assignment with district goals such that all students succeed.

1. Schedule, chair, and/or participate in assigned Admission, Review, and Dismissal (ARD committees) meetings.
2. Collect needed paperwork and information to prepare for ARD meetings.
3. Provide feedback to teachers on PLAAFP's and IEP's.
4. Submit PEIMS information to the Special Education office within 48 hours of the ARD meeting.
5. Establish systems of positive communication between campus and parents.
6. Provide training and support to case managers regarding aspects of IEP and ARD paperwork.
7. Participate as a member of the multidisciplinary diagnostic team for referrals and evaluations.
8. Attend district meetings and relay information to special education staff at bi-monthly department meetings
9. Provide support to teachers, professional personnel, parents and administrators concerning intervention strategies relating to learning.
10. Support and implement district procedures at campus level.
11. Assist in the diagnosis and assessment of student's learning needs and/or serve on multidisciplinary diagnostic team for referrals and evaluations.
12. Interpret results of assessment to students, parents, counselors, nurses, teachers, administrators, and related service providers.

13. Assist in the collection and analysis of appraisal data pertaining to educational and sociological variables and assume responsibility for maintaining referral information, testing schedules, and confidential files at the building level.
14. Provide consultation to teachers, supportive professional personnel, parents, and community agencies concerning prevention and/or intervention strategies relating to learning.
15. Prepare, with accuracy and in a timely manner, any reports required by the special education office.
16. Perform other duties and functions as assigned by the director of special education and the building principal.

Supervisory Responsibilities:

Supervise assigned clerical support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____