



Elgin Independent School District- Job Description

<u>Job Title</u> ARD Facilitator		<u>Dept./School</u> Campus Assigned	<u>Reports to</u> Director of Special Education
<u>Pay Grade:</u> Per EISD Pay Scale	<u>Days:</u> 197 Days	<u>FSLA Status</u> Exempt / Professional	<u>Date Revised</u> June 22, 2023

Primary Purpose:

The ARD Facilitator is responsible for coordination, planning and preparation of compliance documents, in collaboration with case managers, for students eligible for Special Education services. The ARD Facilitator will not serve as a Department Chair or Special Education Team Leader.

Qualifications:

Education/Certification:

Special Education Certification or Educational Diagnostician

Special Knowledge/Skills:

Working knowledge of federal laws, state guidelines and local district policies
Excellent communication skills

Major Responsibilities and Duties:

1. Nursing Services
2. Schedule Admission, Review, and Dismissal (ARD) meetings and coordinate the notification of parents of the ARD.
3. Prepare ARD calendar for distribution in a timely fashion.
4. Notify all appropriate school personnel of ARD meetings/ARD schedule changes.
5. Turn in lists, forms, and data requested by the Special Education Office by due dates.
6. Assist in the collection of data for Extended School Year services.
7. Meet timelines for ARDS, Re-Evaluation.
8. Assist with end of year procedures for folder transfers.
9. Maintain State Assessment Data (i.e. STAAR).
10. Maintain an accurate list of students referred for evaluation and status of the evaluation.
11. Work with related service personnel and evaluation staff for effective implementation of services.
12. Provide consultation to special and general education teachers in implementing strategies and IEPs.
13. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.
14. Train new personnel on ARD procedures and eSPED.
15. Hold Campus Staff Development.
16. Distribute Re-Evaluation packets to teachers (to be completed within 10 days).
17. Will facilitate all ARDs except MD ARDs, initial ARDs, and re-evaluation ARDs
18. Transition to remote work if necessitated by district need/decision.
19. Perform other duties as assigned.

Supervisory Responsibilities:

None.

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

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

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.