



JOB DESCRIPTION

Job Title: ARD Facilitator

Status: Exempt

Reports to: Director of Special Education/Section 504

Terms: 181 days

Pay Grade: Teacher Pay Scale

Dept./School: Special Education/As Assigned

Date Revised: March 25, 2025

Position Requirements:

Coordinate, facilitate and administrate the Admission, Review and Dismissal (ARD) meetings. Serve in a leadership role in the development, delivery and assessment of curriculum. Work cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

Education/Certification/License:

Bachelor's Degree – master's degree preferred

Valid Texas teaching certificate with Special Education Supplemental, Counseling or Administration Certification

Special Knowledge/Skills:

Excellent organizational, communication, and interpersonal skills.

General computer skills

Understanding of Special Education Law as it relates to the ARD process

Knowledgeable in the use of Skyward and Success Ed

Experience:

Minimum five years' teaching experience in special education or related field

Extensive knowledge of the ARD process

Leadership experience preferred

Duties/Responsibilities:

1. Coordinate and schedule ARD/IEP meetings
 - A. Scheduling of all ARD/IEP meetings
 - B. Sending ARD invitations/notices to parents, adult students, legal guardians
 - C. Proper and timely notification to other required personnel for ARD/IEP meeting
 - D. Completion of all ARD/IEP meeting paperwork in a timely manner
2. Act as a contact person for parents of students receiving special education services.
3. Coordinate with appraisal staff and all related service personnel as necessary.
4. Ensure confidentiality is maintained at all times.
5. Compile maintain and file all physical and computerized reports, records and other documents as required.
6. Strictly monitor and adhere to ARD/IEP meeting timelines.
7. Coordinate Special Education student information and needs between campuses.
8. Coordinate with special education teachers to assure student needs are being met.
9. Facilitate a smooth transition of students from campus to campus when appropriate.
10. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the area special education services.
11. Comply with all district and local campus routines and regulations.
12. Maintain a positive and effective relationship with supervisors.
13. Effectively communicate with colleagues, students, and parents.
14. All other duties as assigned by the Director of Special Education Services or administrative designee.

Leadership Responsibilities:

15. Facilitate the implementation of the scope and sequence in curriculum areas with adjustments to meet the students' individual needs.
16. Work with teachers to prepare guides, course outlines, lesson plans and related assessments.
17. Serve as leader and/or participant in staff development.
18. Provide leadership in department meetings; assist with scheduling.

Supervisory Responsibilities:

Assigned paraprofessional(s)

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 Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be assigned or skills that may be required.

Employee's Signature

Date