



HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

ARD Specialist

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Reports to:	ARD Coordinator
School/Department:	Educational Support Services
Pay Grade:	Administrative Instructional/AI2
Work Days:	195
Wage/hour status:	Exempt
Created/revised:	December 2019

Primary Purpose:

The Admission Review and Dismissal (ARD) Specialist prepares for and conducts Admission, Review, and Dismissal (ARD) committee meetings, including completing/managing ARD paperwork using a district special education IEP program and takes minutes during the ARD meetings. Assists in data management and compliance with district, state, and federal requirements for special education. Works collaboratively with a wide variety of campus and district personnel and outside organizations.

Qualifications:

Education/Certification:

- Bachelor's degree in Education or closely related field from an accredited college or university recognized by the US Department of Education.
- Valid Texas Teaching Certification, Special Education Certification preferred
- Must have valid driver's license, good driving record and available transportation during entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills:

- Knowledge of Special Education legal and procedural requirements
- Knowledge of the ARD process including parent/advocate relations
- Knowledge of a broad range of student disabilities (physical, speech, hearing, vision, medical, learning, and or emotional)
- Knowledge of State and Federal laws pertaining to Individuals with Disabilities in Education Act (IDEA) and the Americans with Disabilities Act (ADA) and Section 504
- Skill in organizing/interpreting/analyzing data and applying concepts to resolve problems and develop solutions
- Skill in developing and implementing student accommodation and intervention plans with team members
- Skill in effectively coaching and supporting counselors, teachers, and administrators in their instructional teams
- Skill in operating MS Office (Word, Excel, PowerPoint, Publisher), Google Suite, ARD management system, and eSchool
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to type deliberations while managing the ARD committee meeting agenda
- Ability to participate with intra-professional assessments, Individual Educational Plan (IEP) development and training with all members of a student's ARD committee and educational staff
- Ability to manage student information, ARD management systems, and PEIMS compliance
- Ability to organize and manage multiple complex tasks simultaneously and independently to meet deadlines.



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- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders.
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to communicate effectively verbally and in writing utilizing tact and diplomacy and maintain effective working relationships with district personnel and campus administration.
- Ability to maintain effective working relationships with a wide variety of District personnel and outside organizations

Experience:

- Minimum three years of successful teaching experience with at least two years focused in Special Education
- Relevant experience working with students provided IEPs and exposure to ARD process and sessions.

Major Responsibilities and Duties:

Assessment

1. Conduct Admission, Review, and Dismissal (ARD) committee meetings for ARDs. This will included completing/managing ARD paperwork proficiently using a district special education IEP program and taking minutes during the ARD meetings.
2. Collaborate with campus coordinator for state assessment for students with disabilities
3. Assist in compiling, maintaining, and uploading ARD related records/documents required.
4. Provide staff development training to assigned school(s) to assist school personnel in areas such as the ARD decision making process for state assessment, determining ESY eligibility and services, and data collection.
5. At the secondary level, work collaboratively with the Special Education Campus Specialist (SCS), provide training, resources and support for implementation of IEPs.
6. Coach campuses in the design and implementation of effective systems for maintaining compliance with ARD timelines.
7. Conduct folder reviews to ensure ARD and eligibility folders meet the local, state, and federal compliance standards.
8. Ensure effective implementation of end of year procedures for ARD folder compliance and exchanges Assist in the design and delivery of learning opportunities for parents of students with disabilities in the child centered ARD process.
9. Assist in the alignment of ARD compliance requirements to the district's instructional planning and progress monitoring process.
10. Assist in development of a common language and understanding of ARD practices.

School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations, parents, and the community.

Communication

1. Promote communication with parents and others in the community concerning the mission of the district and the accompanying products and services, participating in and supporting community collaborative activities; and providing educational outreach into the community.



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2. Facilitate collaborative reciprocal communication with administrators, teachers, staff, parents and the community.
3. Demonstrate skill in conflict resolution with administrators, teachers, staff, parents and the community.

Policy, Reports, and Law

1. Comply with all applicable federal and state laws, Board of Education rules and local board policy and regulations.
2. Compile, maintain and file all reports and other documents as required.
3. Assure compliance with grant guidelines.
4. Maintain confidentiality standards in accordance with The Family Educational Rights and Privacy Act (FERPA).

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Executive Director of Educational Support Services.
2. Demonstrates effective interpersonal skills through communications with parents, community, staff and school board members.
3. Attends professional growth activities to maintain awareness of current research and issues in special education, ARD/IEP, professional development at the state level, including technology integration.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Promotes a positive image that supports the mission of the district; works with all Educational Support Services personnel for continuous improvement of the professionalism of the entire division.
6. Responds to after-hours emergencies as needed.
7. Performs other duties as may be assigned.

Working Conditions:

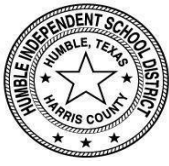
Mental Demands/ Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Frequent prolonged and irregular work hours; Frequent interruptions
- Frequent interruptions
- Deadline driven workload and must be able to meet ongoing deadlines
- Flexibility to maximize teacher learning and schedules
- Prolonged use of equipment and computer and repetitive hand motions
- Frequent district-wide travel with occasional travel outside school boundaries
- Occasional travel outside of school district boundaries including out of state travel
- Frequent contact with parents, community, and/or other district/campus employees
- Frequent sitting with moderate standing, walking, stooping, bending, sitting, pushing, pulling, and lifting
- Work location assigned requires physical presence in office
- Daily attendance and punctuality at work are essential functions of the job

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 _____



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Reviewed by

Date