

JOB TITLE: ARD Facilitator

STATUS: Exempt

REPORTS TO: Director of Special Programs

TERMS: 185 Days/Non-Contract

DEPARTMENT: Special Programs

PAY GRADE: Teacher Pay Range

PRIMARY PURPOSE:

Coordinate, schedule, and participate in annual Admission, Review and Dismissal (ARD) meetings to ensure timeline requirements for annual dates are met. Ensure all elements required to be addressed and documented are accomplished, and that parents and others receive relevant sections of the Individualized Education Plan (IEP).

QUALIFICATIONS:

Education:

Bachelor's degree

Texas Teacher Certificate for Special Education, General Education, Educational Diagnostician, or license for LSSP, preferred

Special Knowledge/Skills:

Effective communication skills

Ability to use a variety of computer software programs

Knowledge of Federal and State requirements of IDEA including IEP process, paperwork, compliance timelines

Excellent organizational, communication, and interpersonal skills Ability to

maintain organization of multiple schedules

Ability to travel to multiple work locations

Experience:

Minimum of three years' experience in special education or related field

MAJOR RESPONSIBILITIES AND DUTIES:

1. Schedules and prepares paperwork for all Admission, Review, and Dismissal (ARD) committee meetings on assigned campuses.
2. Facilitates the ARD committee meetings regarding the development of the individual education plan (IEP) and appropriate placement of students eligible for services under IDEA.
3. Utilizes facilitation techniques to reach consensus, maintain the ARD agenda, and assist with disagreements during the ARD meeting.
4. Meets timeline requirements for annual, tri-annual, and other requested ARD meetings.
5. Works with all evaluation staff to ensure all required notices have been sent and evaluations are reviewed within timelines.
6. Implements and follows the ARD agenda during all ARD meetings.
7. Ensures that all federal, state, and district requirements are met when conducting ARD meetings.
8. Makes recommendations to the ARD Committee, when necessary, for educational programming, based on student's goals, needed services, and federal/state/district requirements.
9. Shows accuracy when using PEIMS coding to represent appropriate instructional arrangements, related services, and other services provided through Special Programs.

10. Reviews state assessment reports for accuracy with campus testing coordinator and/or Administrator.
11. Promptly locks IEP documents and submits paperwork to ESC, parents, and staff according to local policies and procedures.
12. Takes deliberations during the ARD meeting and reads them to the committee at the conclusion of the ARD.
13. Ensures all required documents and supplemental forms are reviewed and included in the IEP paperwork.
14. Communication and Professional Development:
15. Collaborates with campus and district staff, campus administrators, and parent to coordinate mutually agreeable dates and times for ARD meetings and staffing.
16. Maintains a positive and effective relationship with supervisors, Principals, colleagues, and parents.
17. Is visible and readily accessible to the principal, staff and parents.
18. Participates in professional development activities to improve skills related to job assignment.
19. Performs other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Personal computer and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: May require regular heavy lifting (15-45 pounds or more) and positioning of students with physical disabilities, assist non ambulatory students, and lift and move adaptive equipment; may work prolonged or irregular hours

Environment: Exposure to biological hazards; may require districtwide travel

Mental Demands: Maintain emotional control under stress

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

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date