

Pflugerville Independent School District - Job Description

Job Title/Position:	ARD Facilitator	Department/School:	Special Education
Pay Information:	Teacher Compensation Plan	Supervised By:	Coordinator of Evaluation Services
FLSA:	Exempt	Date Revised:	January 2020

Primary Purpose:

The ARD facilitator is responsible for coordination, planning and preparation of compliance documents for students eligible for Special Education services. The ARD Facilitator may be responsible for chairing, or co-chairing, ARD meetings, and may serve more than one campus.

Minimum Qualifications (Experience/Education/Certification):

Three years teaching experience, including experience teaching students with disabilities and diverse learning needs; experience with computer-based special education documentation system.

Major Responsibilities:

1. Schedule, or assist in scheduling, Admission, Review, and Dismissal (ARD) meetings.
2. Notify parents of the ARD meeting, including distribution of ARD calendar to appropriate ARD Committee members in a timely fashion; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
3. Ensure that federal/state timelines are met with respect to functions of ARD Committee meetings, requests for additional assessments and required timelines set by ARD Committee.
4. Monitor ARD paperwork completed by campus personnel.
5. Complete and turn in ARD paperwork to official audit file within 72 hours of the meeting.
6. Turn in PEIMS information to campus registrar within 48 hours of the ARD meeting.
7. Complete lists, forms, reports, PEIMS forms, and data required by the Special Education Office by due dates (e.g., transportation forms, ESY forms, October counts, etc.).
8. Maintain current state assessment test lists, referral lists, and referrals for related services evaluation
9. Maintain communication among assessment, service providers, and related services personnel.
10. Provide for systematic communication among special and general education personnel (with respect to ARD meetings and decisions, IEPs, accommodations needed in the general education setting, relevant instructional concerns and progress).
11. Complete applicable ARD supplements with accompanying data collected by campus staff (i.e., Graduation, Transition, Transportation, etc.).
12. Follow end of year procedures.
13. Assist campus administrator(s) to ensure compliance with mandates for due process guaranteed to students with disabilities by state/federal law.
14. Ensure compliance with local policies and procedures outlined for this population.
15. Maintain thorough documentation regarding any significant problems with ARD Committee procedures.
16. Attend Special Education Department staff meetings and other meetings, as required.
17. Attend relevant professional development.
18. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
19. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, local laws, and guidelines and procedures
- Experience in adapting and implementing curriculum to meet individual learning and behavioral needs
- Knowledge about instructional materials, technology, and state evaluation methods
- Skill in communicating effectively with others
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets.
- Skill in working in collaborative team-based environments
- Skill in working with and presenting to diverse populations of students, parents, and community members
- Ability to exercise good judgment in decision making, especially in difficult circumstances

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; must be able to push, pull, lift, and/or carry at least 30 lbs; frequent in-district travel; integrating into different school environments; transporting laptop computer from location to location.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____