

West Orange-Cove CISD			
<b>JOB TITLE:</b>	<b>ARD Facilitator</b>	<b>REFERENCE CODE:</b>	
<b>REPORTS TO:</b>	<b>Director of Student Services</b>	<b>PAY GRADE:</b>	<b>Teacher Pay Scale</b>
<b>DEPT./SCHOOL:</b>	<b>Assigned Campus</b>	<b>SERVICE DAYS:</b>	<b>Instructional Calendar</b>
<b>FSLA:</b>	<b>Exempt</b>		

**PRIMARY PURPOSE:**

The ARD facilitator is responsible for the coordination, planning, and preparation of compliance documents for students eligible for special education services and to ensure federal and state requirements and timelines are met. The ARD facilitator is responsible for working with the diagnostician in maintaining all data integrity regarding PEIMS reporting for all special needs students including date of ARDs, instructional setting, and student disability. The ARD facilitator may serve more than one campus.

**QUALIFICATIONS:**

***MINIMUM EDUCATION/CERTIFICATION***

Bachelor’s degree and special education certification  
 Master’s degree preferred

***SPECIAL KNOWLEDGE/SKILLS***

- Knowledge of all applicable federal, state, local laws, and guidelines and procedures
- Knowledge about instructional materials, technology, and state evaluation methods
- Skilled in communicating effectively with others
- Skilled in working with computer programs, including, but not limited to, email, internet, word documents and spreadsheets
- Skilled in working in collaborative team-based environments
- Skilled 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
- Skilled in human relationships, conflict resolution strategies and procedures; and team building methods and techniques

***MINIMUM EXPERIENCE***

At least three years of teaching experience, preferably in an at-risk setting, including experience teaching students with disabilities and other students with diverse learning needs.

**ESSENTIAL FUNCTIONS:**

- 1. Assists in scheduling Admission, Review, and Dismissal (ARD) meetings with student services clerk. Ensures that IEP elements are completed; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
- 2. Ensures 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, in collaboration with the assessment team members.
- 3. Monitors ARD paperwork completed by campus personnel in accordance with district guidelines; completes and turns in ARD paperwork to official audit file within the district’s required timeframe.

## ARD Facilitator

4. Works with the lead diagnostician in maintaining data integrity regarding PEIMS reporting for all special needs students including date of ARDs, instructional setting, and student disability.
5. Provides 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).
6. Assists campus administrator(s) to ensure compliance with ARD decisions guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
7. Completes lists, forms, reports, PEIMS forms, and data required by the Special Education Office by due dates (e.g., transportation forms, ESY forms, etc.).
8. Maintains; referral lists, and referrals for related services evaluation for the diagnostician; maintains communication among assessment, service providers, and related services personnel.
9. Follows end-of-year procedures from student services.
10. Holds staffing with teachers and administrators prior to ARD meetings, if necessary.
11. Conducts failure/level change ARDs when needed.
12. Review all paperwork before submission to ensure accuracy and completion.
13. Maintains thorough documentation regarding any significant problems with ARD committee procedures; attends special education department staff meetings; attends relevant professional development.
14. Dependable performance requires reliable and dependable attendance.
15. Perform other duties as assigned by the supervisor or other administrator that are consistent with the general requirements and qualifications for the position.
16. This position is federally funded and contingent upon availability of funds.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Personal or laptop computer, printer, copier, fax machine, shredder, calculator, telephone, electronic mobile devices, projector, video display monitor.

### **WORKING CONDITIONS:**

#### **Physical Demands /Mental Demands/ Environmental Factors:**

The working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Regularly sit, talk or hear; prolonged use of computer; occasionally lift and/or move up to 50 pounds. The employee may spend long hours in intense concentration which requires attention to detail. There are a number of deadlines

## ARD Facilitator

associated with this position, which may cause significant stress. The employee must also deal with a wide variety of people on various issues. Regularly perform multiple, highly complex, tasks with a need to periodically upgrade skills in order to meet changing job conditions and compliance with legal guideline. Flexibility is required to independently work with others in a wide variety of circumstances and integrating into different school environments. Predictable and regular attendance expected.

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Signature

\_\_\_\_\_  
Date