

## SSAISD BOARD AGENDA - ITEM SUMMARY

<b>MEETING DATE:</b>	December 18, 2013
<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL
<b>ITEM TITLE:</b>	Request the addition of two Special Education ARD Facilitators and corresponding budget amendment
<b>PURPOSE:</b>	<input type="checkbox"/> RECOGNITION <input type="checkbox"/> REPORT ONLY <input type="checkbox"/> DISCUSSION <input checked="" type="checkbox"/> ACTION
<b>PRESENTER(S):</b>	Melba Urdiales, Special Education Director
<b>REQUESTED BY:</b>	Melba Urdiales, Special Education Director

### I. DESCRIPTION OF ITEM TO INCLUDE YOUR SPECIFIC REQUEST:

See job description for more information.

### II. BACKGROUND INFORMATION (DOCUMENTATION):

During the two years that our district received the AARA funding, we hired ARD Facilitators. The primary tasks included ARD notification, the scheduling of ARDs, facilitating ARD meetings, and organizing the paperwork for submission to the Special Education Department.

### III. ALTERNATIVES CONSIDERED (IF APPLICABLE):

Special education teachers are currently responsible for this, in addition to their teaching duties.

### IV. RECOMMENDATION AND IMPACT:

Assist campuses, related service providers, and special education teachers to stay in compliance and actively monitor with efficiency and consistency the Operating Guidelines thus eliminating errors and the need for ARD correction.

### V. DISTRICT GOAL AND CORRESPONDING DEPARTMENTAL INITIATIVE:

Goal 2 and 6 – Enable students with disabilities to achieve measurable gains in IEP. Goals as demonstrated by progress measured by State Assessments and Progress Reports.

### VI. FUNDING SOURCE-PROGRAM AND/OR BUDGET CODE:

Federal Funds (224)

**Job Title:** Special Education ARD Facilitator  
**Reports to:** Director of Special Education

**Wage/Hour Status:** Exempt  
**Pay Grade:** Teacher Scale  
**Contract Days:** 207

**Dept/School:** Special Education

**Date Revised:** 12/06/2013

**Funding:** Federally Funded

**Primary Purpose:**

The Special Education ARD Facilitator is under the direction of the Special Education Director. The main purpose is to facilitate the ARD process; meeting district, state, and federal guidelines for all Special Education students enrolled in the district.

**Qualifications:**

**Education/Certification:**

- Current state certification on file in the district office, listing certification endorsements in Special Education
- Masters degree from an accredited college or university, preferred
- Minimum 3 years teaching experience required

**Special Knowledge/Skills:**

- Background and experience working with Special Education students, including specific guidelines and state requirements
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Program (IEP) goal setting process and implementation
- Strong organizational skills, communication, and interpersonal skills
- General knowledge of curriculum and instruction

**Experience:**

- In providing Staff Development/Training service to educational teams

**Major Responsibilities and Duties:**

1. Be proficient in the e-Sped ARD Management System.
2. Collaborate with parents, adult student and members of the ARD Committee to develop IEP
3. Review and maintain student folders at all campuses and the audit folders at the Special Education Office for compliance purposes.
4. Work cooperatively with classroom teachers concerning compliance issues with Special Education documentation
5. Train all teachers and staff on the use of all required Special Education compliance documentation and ARD/IEP paperwork.

6. Be familiar with ARD/IEP Supplements (i.e. Autism, BIP, FBA, AI, & VI)
7. Provide ARD/IEP support to the campus and administration
8. Facilitates ARD committee meetings using the e-Sped computer management program
9. Revise and Update Operating Guidelines pertaining to the ARD process
10. Plan and develop training and support to Special Education Department new teachers and staff
11. Conduct eligibility Folder Review and identify areas of concern
12. Facilitates summer ARD committee meetings
13. Performs other job related duties as assigned by the Director of Special Education

**Communication**

14. Establish and maintain open communication by conducting conferences with principals, teachers and related service providers.
15. Maintain a professional relationship with colleague and community members.
16. Use effective communication skills to present information accurately and clearly.

**Other**

17. Participate in staff development activities to improve staff job-related skills
18. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers.
19. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
20. Attend and participate in faculty meetings and serve on staff committees as required

**Working Conditions:**

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

Maintain emotional control under stress. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment Frequent District wide travel.

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.

I have reviewed the Job Description for my assigned position, Special Education ARD Facilitator. I understand the duties and responsibilities associated with the position and agree that I am capable of performing these duties and understand that this is a federally funded position and that my employment is contingent upon continued funding.

\_\_\_\_\_ Date \_\_\_\_\_  
**Special Education ARD Facilitator**

\_\_\_\_\_ Date \_\_\_\_\_  
**Melba Urdiales, Director of Special Education**