



Job Title: ARD Facilitator **Wage/Hour Status:** Exempt

Reports To: Lead, Assigned Coordinator
Director of Special Education **Pay Grade:**

Dept. /School: Special Education **Date Revised:** 05/11/2011

Primary Purpose:

Coordinate the IEP process on the assigned campus, including scheduling and conducting IEP meetings. Work cooperatively with administrators and instructional personnel to provide the most appropriate programs for students with disabilities.

Qualifications:

Education/Certification:

Bachelor's degree
Valid Texas teaching certificate

Special Knowledge/Skills:

Knowledge of the IEP process, special education law, education of special education students, campus and district resources, human development, and learning theories.
Excellent organizational, communication, and interpersonal skills

Experience:

Three years special education teaching experience

Major Responsibilities and Duties:

Assessment:

1. Collect and organize relevant assessment data from Special Education evaluation, student's cumulative folder, classroom teachers(s), principal, support staff, parents, and outside resource people.
2. Conduct classroom observation and personal interviews.
3. Participate in the IEP team to assist with interpretation of assessment data, appropriate placement, and development of Individual Education Plans (IEP) for students according to district procedures.

Consultation:

4. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
5. Assist classroom teachers with implementation of IEP.

6. Consult parents concerning the educational needs of students and interpretation of assessment data.
7. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.

Program Management:

8. Develop and maintain effective individual and group relationships with students and parents.
9. Assist in the selection of materials and equipment.
10. Develop and coordinate a continuing evaluation of the student's individual education programs and initiate changes based on findings.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of assessment, placement, and planning for special education services.
13. Comply with all district and local campus routines and regulations.
14. Participate in professional development activities to improve skills related to job assignment.

Communication:

15. Maintain a positive and effective relationship with supervisors.
16. Effectively communicate with colleagues, students, and parents.

Supervisory Responsibilities:

None.

Equipment Used:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular district wide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

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