

Job Title: ARD CLERK
Reports to: Special Education Director/ Educational Diagnostician Coordinator
Dept./School: Special Education
Wage/Hour Status: Nonexempt
Date Revised: December 17, 2018

Primary Purpose

Support the educational diagnostician, Peims secretary, special education coordinator, and special education department in a variety of ways. Provide consistency and efficiency to the special educational department's educational diagnosticians by providing the following assistance which includes but not limited to documenting, copying, filing, updating records, distributing paperwork and notices to parents, students and school personnel.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Follow verbal and written directions

Knowledge of technology systems

Ability to transport self, files and supplies among multiple Educational Diagnosticians and campuses

Ability to work with a variety of individuals and personalities

Strong organizational, communication and interpersonal skills

Experience

Clerical experience in an office or campus setting preferred

MAJOR RESPONSIBILITIES AND DUTIES

File Management

1. Adhere to federal, state and local policies and procedures related to special education.
2. Maintain knowledge and effectively use data systems specific to special education
3. Collaboratively develop and maintain ARD schedules with Educational Diagnosticians.
4. Notify and disseminate ARD notices to parents providing them with 5 school day written notice and all other ARD attendees.
5. Provide reminders to parents on or before the ARD meeting to confirm parent attendance. Maintain a log of communication of parents and staff.
6. Gather information from all ARD Committee meetings and proof read for completion of all forms.
7. Disseminate schedule of service pages, copies of Individual Educational Plans (IEPs) and Behavior Intervention Plans (BIPs) from the ARD meeting to appropriate staff and secure documentation of their receipt of information.
8. Assist campus staff or educational diagnosticians in obtaining information from campus files.
9. Maintain current rosters and reports as may be requested in order to assist in program management.

10. Provide PEIMS update to appropriate PEIMS data entry secretary.

Communication

- 11. Maintain effective communication with parents, related service personnel and campus staff.
- 12. Maintain professional relationships with Educational Diagnosticians and other staff members.
- 13. Attend district meetings and professional development sessions to keep abreast of changes in current special education, local, state and federal reporting requirements

Other

- 14. Maintain confidentiality at all times
- 15. Demonstrate dependability and punctuality by exercising regular attendance and promptness
- 16. Maintain professional ethics and exercises self-control over actions and words with students, parents and staff members
- 17. Perform all duties as assigned by Educational Diagnostician Coordinator and Special Education Director.

Supervisory Responsibilities

None

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____