

**Job Title:** ARD FACILITATOR  
**Reports to:** Director of Special Education  
**Dept./School:** Special Education  
**Wage/Hour Status:** Exempt  
**Date Revised:** December 17, 2018

**Primary Purpose:** The ARD Facilitator is responsible for coordinating, planning and preparing of compliance documents for students eligible for Special Education services. The ARD Facilitator is responsible for chairing or co-chairing ARD meetings at assigned campus or campuses.

## QUALIFICATIONS

### Minimum Requirements

Bachelor's Degree  
Special Education Certificate Preferred  
Three years teaching experience including experience teaching students with disabilities  
Experience with special education data management system.

### Special Knowledge/Skills

Understands the function of the Admission, Review and Dismissal (ARD) Committee meeting and an understanding of special education law and procedures.

Effective communication skills with others as well as the ability to work collaboratively.

Ability to exercise good decision making.

## MAJOR RESPONSIBILITIES AND DUTIES

1. Schedules, or assists in scheduling, Admission, Review and Dismissal (ARD) meetings and notifies parents of the ARD meeting, including distributing of ARD calendar to appropriate ARD Committee members in a timely fashion; ensures that Individual Transition Plan elements are completed in the applicable cases; notifies all appropriate school personnel of ARD meeting/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.
3. Monitors ARD paperwork completed by campus personnel; completes and submits ARD paperwork within 72 hours of the meeting.
4. Completes required documentation and reports required by the special education department by due dates (e.g. transportation forms, extended service year (ESY) forms, October snapshot, etc).
5. Maintains current state assessment rosters and submits referral sheet (additional testing, re-evaluation, etc.) including those for related services. Maintains communication between assessment personnel and related service providers.
6. Maintains systematic communication between special and general education personnel with respect to ARD meetings and decisions, IEPs, student accommodations, and instructional concerns and progress.

7. Completes appropriate ARD supplements and collects appropriate data (i.e., ESY regression, individual educational plan (IEP), behavior improvement plan (BIP, etc).
8. Follows end of year procedures and submits appropriate summer program student recommendations.
9. Assists campus administrators in maintaining compliance with all federal, state and local policy as it applies to students with disabilities.
10. Maintains thorough documentation regarding any significant concerns with ARD committee procedures.
11. Attends special education department staff meetings and relevant staff development.
12. Maintains positive relationships with school staff, parents, and community members.

**Other**

13. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**WORKING CONDITIONS**

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

Maintain emotional control  
 Prolonged sitting, standing and walking  
 Work with frequent interruptions  
 Hearing and speaking clearly  
 Moderate lifting and carrying  
 Prolonged use of computer

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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.