



Flour Bluff Independent School District Job Description

JOB TITLE: ARD Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 196

REPORTS TO: Special Education Director

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The primary purpose of the Special Education ARD Clerk will be to schedule ARD meetings, send out ARD notices, ensure necessary paperwork is complete and available for diagnostic staff, and to compile an assessment list for all special education student tracking the correctness of data.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations

MAJOR RESPONSIBILITIES AND DUTIES:

1. Be responsible for compiling and disseminating ARD information to the educational diagnosticians, speech pathologists, counselors, OT, PT staff members.
2. Schedule ARD Meeting and send out ARD notices
3. Track necessary paperwork and have it available for diagnostic staff.
4. Compile assessment list for al special education students and tracks correctness of data.
5. Maintain logs of incoming/outgoing student records.
6. Maintain a database for all state and alternative testing.
7. Disseminates and scores rating scales prior to outside testing.
8. Gathers data from a variety of sources prior to outside testing.

9. Compiles data from parent and staff surveys.
10. Notify special transportation by phone and inter-office mail of new special education students that will begin special transportation services.
11. Access computer for pertinent information needed for scheduling, etc.
12. Assist the Asst. Special Ed Director in notifying, receiving, and organizing updated IEP's each six weeks.
13. Answer and direct incoming calls.
14. Assist the secretary with any duties needed.
15. Ensure records are processed in a timely manner.
16. Maintain inventory of a variety of assessment components.
17. Maintain record of materials checked in and out of Special Ed office.

MAJOR RESPONSIBILITIES AND DUTIES FOR PARENT ADVISING:

18. Schedule and demonstrate skill in conducting parent telephone interviews.
19. Assist the special education supportive personnel in obtaining parental assessment and placement consents.
20. Keep student records for Medicaid eligible students. Complete billing process for SHARS, tracking payments to district and following through with appeals on claims.
21. Display cooperativeness in working with the special education support staff and other school personnel.
22. Serve as a resource person for parents of disabled students.
23. Assist the special education support staff in completing, maintaining, and updating PEIMS records.
24. Demonstrate an awareness of policies and procedures pertaining to the disabled.

Other:

25. Perform additional job-related assignments in a positive and professional manner as requested by the diagnostician, speech therapist, director, or counselor.
26. Participate in staff development and professional growth activities.
27. Dress and groom appropriately.
28. Exhibit punctuality and dependability in performing his or her job.
29. Present a positive attitude about self and professional responsibilities.
30. Adhere to the proper channels when communicating ideas, problems, etc.
31. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.