



Flour Bluff Independent School District Job Description

JOB TITLE: ARD Facilitator

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 206

REPORTS TO: Director of Special Education

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The Special Education ARD Facilitator coordinates the IEP process on the assigned campus(es) including scheduling and conducting ARD meetings and works cooperatively with administrators and instructional personnel to provide the most appropriate programs for students with disabilities.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Certification as per Texas Education Agency

SPECIAL KNOWLEDGE AND SKILLS:

- Understand the process of special education identification.
- Ability to analyze, interpret, and use student data to guide instruction for students.
- Ability to plan, monitor, and evaluate outcomes of targeted instruction and accommodations for students.
- Demonstrate a working knowledge of best teaching practices in the areas of reading and writing.
- Demonstrate strong organizational, communication, public relations, and interpersonal skills.
- Ability to communicate effectively (written and verbal).

- Ability to work as part of a team.

EXPERIENCE:

- 3 years successful teaching experience.
- Experience as a campus administrator or campus leadership role, preferred.
- Experience in special education teaching, testing and services, preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: PROGRAM MANAGEMENT

1. Collect and organize relevant assessment data from Special Education evaluations, student's cumulative folder, classroom teacher(s), principal, support staff, parents, and outside resource people.
2. 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.
3. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities.
4. Assist classroom teachers with implementation of IEP.
5. Consult parents concerning the educational needs of students and interpretation of assessment data.
6. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students.
7. Develop and maintain effective individual and group relationships with students and parents.
8. Assist in the selection of materials and equipment.
9. Develop and coordinate a continuing evaluation of the student's individual education programs and initiate changes based on findings.
10. Compile, maintain and file all physical and computerized reports, records and other documents required.
11. Comply with district and local campus routines and regulations.

ROLE 2: SCHOOL CLIMATE

12. Displays cooperativeness in working with administrators, teachers, and other school personnel.
13. Performs additional school related assignments in a positive and professional manner.
14. Exhibits punctuality and dependability in performing his or her job.
15. Exhibits maturity and emotional control.

ROLE 3: COMMUNICATION:

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

ROLE 4: PROFESSIONAL GROWTH and DEVELOPMENT

18. Participates in staff development and professional growth activities to improve skills related to job assignment.
19. Adheres to the Professional Ethical Standards in relationship to students, parents, peers, and school personnel.
20. Provides leadership in addressing challenges facing the profession; pursue professional development activities, disseminate ideas and information to other professionals.

ROLE 5: SCHOOL/COMMUNITY RELATIONS

21. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
22. 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, twisting.

Motion:

Repetitive hand motions, frequent keyboarding, and use of mouse.

Lifting:

Occasional light lifting and carrying (under 15 pounds)

Environment:

Occasional districtwide and statewide travel

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.