



## **SPECIAL EDUCATION FACILITATOR (ARD)**

### **JOB DESCRIPTION**

The Special Education Facilitator (ARD), under the direction of the Special Education Director, facilitates the ARD committee process; meeting district, state, and federal guidelines for students being considered for and/or in Special Education.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree
- Texas teaching certification with endorsement or specialization in Special Education

### **DUTIES AND RESPONSIBILITIES**

1. Ensures that ARD committee meetings are scheduled at mutually agreeable times with parents and campus personnel, giving notice through written and oral communication
2. Gathers all necessary data regarding an individual student, such as grades, attendance, and disciplinary reports for ARD committee meetings
3. Completes all necessary ARD/IEP paperwork
4. Facilitates ARD committee meetings
5. Supplies the PEIMS clerk with necessary data upon completion of ARD paperwork
6. Assists parents and school personnel regarding Special Education issues
7. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbally and written), interpret policy and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control

### **PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), balance, stoop, kneel, crouch, pull, push, reach, hear, speak, distinguish colors, and possess visual acuity.

**PAY GRADE: Teacher Pay Scale + Stipend**

**NUMBER OF DAYS: 187**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/12/07*