

Mabank Independent School District **Job Description**

JOB TITLE: ARD Facilitator

REPORTS TO: Director of Special Programs

DEPT./SCHOOL: Special Programs Office

PRIMARY PURPOSE:

Schedule and facilitate the Admission, Review and Dismissal committee meeting, along with completing the necessary paperwork.

QUALIFICATIONS:

Education/Certification:

- Bachelor's Degree in Special Education (Master's preferred)
- Valid Texas teaching certificate

Special Knowledge/Skills:

- Knowledge of special education students, human development and learning theories
- Excellent organizational, communication, and interpersonal skills
- Ability to work multiple locations as assigned

Experience:

- Three years of teaching experience (preferred)

MAJOR RESPONSIBILITIES AND DUTIES

Domain I Assessment

1. Receive student referrals and implement the appraisal process
2. Conduct classroom observation and personal interviews
3. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures

Domain II Consultation

1. Provide staff development training in assigned schools to assist school personnel in identification and understanding of students with disabilities
2. Assist classroom teachers with implementation of the IEP
3. Consult parents concerning the educational needs of students
4. Consult parents, teachers, administrators, and other relevant individuals to enhance their work with students

Domain III Program Management

1. Develop and maintain effective individual and group relationships with students and peers
2. Compile, maintain, and file all reports, records, and other documents required
3. Comply with policies established by federal and state law, State Board of Education rules, and local board policy in the areas of assessment, placement, and planning for special education services

Domain IV Communication

1. Maintain a positive and effective relationship with supervisors
2. Effectively communicate with colleagues, students and parents

Domain V Working Conditions

1. Mental Demands/Physical Demands/Environmental Factors:
2. Maintain emotional control under stress. Regular district-wide travel to multiple locations as assigned; moderate lifting and carrying.

Comments:

ARD Facilitator's Signature

Date

Special Programs Director's Signature

Date