

PANOLA COUNTY SHARED SERVICES

Job Title: ARD Facilitator **Exemption Status/Test:** Exempt/Professional
Reports to: Director of Special Education **Date Revised:** 1/24/2019
Dept./School: Assigned Campus(es)

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

Job Goal:

Plan and provide all required services for students referred to or in Special Education and/or 504.

Qualifications:

Education/Certification:

Valid Texas teaching certificate

Special Knowledge/Skills:

Ability to use the accepted tests and measurements for Special Education and/or 504

Knowledge of evaluation, habilitation, and other disorders and conditions

Knowledge of ARD/504 meetings and protocol

Excellent organizational, communication, and interpersonal skills

Experience:

Experience preferred

Major Responsibilities and Duties:

1. Conduct ARD/504 meetings in accordance with state and federal laws.
2. Manage all procedures and required before and after paperwork for ARD/504 meeting statements.
3. Assist in interpretation of assessment data, appropriate placement, and goal setting for students
4. Duties as assigned related to position

Consultation

5. Consult with colleagues, students, and parents regarding the needs of the student, and involvement in remedial process.
6. Provide professional development in assigned schools to help school personnel in ARD/504 procedures

Program Management

7. Develop and coordinate a continuing evaluation of services and make changes based on the findings.
8. Participate and become accomplished in software programs including SHARS/Frontline

9. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
10. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
11. Have knowledge of Federal Programs and documentation required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard testing equipment; standard office equipment including computer and peripherals

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular light lifting and carrying (under 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting nonambulatory students.

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under pressure

Application Procedures

District Employees:

Submit letter requesting transfer/reassignment

Outside Applicants:

Send cover letter, district application, resume, transcripts, and copy of credentials to:

Donna Porter, Ed.D., Assistant Superintendent

#1 Bulldog Drive

Carthage, Texas 75633

Phone: (903) 693-3806

Fax: (903) 693-2511

E-mail: dporter@carthageisd.org

Application Deadline: Open until filled
