

Job Description
ARD Manager

Reports to: Director of Special Education

Date: 10/12/2022

Primary Purpose:

The ARD Manager is responsible for coordination, planning and preparation of compliance documents for students eligible for Special Education services, to ensure federal and state timeline requirements are met. The ARD Manager is responsible for working with the PCC Staff in maintaining all data integrity regarding PEIMS reporting for all special needs students including date of ARDs, instructional setting, and student disability. The ARD Manager serves more than one campus.

Education:

Bachelor's degree – Special Education certification

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, local laws, and guidelines and procedures.
- Knowledge about instructional materials, technology, and state evaluation methods.
- Skilled in communicating effectively with others.
- Skilled in working with computer tools, including but not limited to, email, internet, word documents and spreadsheets.
- Skilled in working in collaborative team-based environments.
- Skilled in working with and presenting to diverse populations of students, parents, and community members.
- Ability to exercise good judgment in decision making, especially in difficult circumstances.
- Skilled in human relationships, conflict resolution strategies and procedures; and team building methods and techniques.

Experience:

At least 2 years teaching experience, preferably in an at-risk setting, including experience teaching students with disabilities and other students with diverse learning needs; experience with eStar, or other computer-based documentation system preferred.

Salary:

Teacher salary schedule + Stipend

Days: 187

Essential Job Functions:

- Schedules, or assists in scheduling, Admission, Review, and Dismissal (ARD) meetings and notifies parents of the ARD meeting, including distribution of ARD calendar to appropriate ARD Committee members in a timely fashion; ensures that IEP elements are completed in applicable

cases; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.

- Ensures that federal/state timelines are met with respect to functions of ARD Committee meetings; requests for additional assessments and required timelines set by ARD Committee, in collaboration with the assessment team members.
- Monitors ARD paperwork completed by campus personnel in accordance with district guidelines; completes and turns in ARD paperwork to official audit file within 72 hours of the meeting.
- Works with the PCC Staff in maintaining data integrity regarding PEIMS reporting for all special needs students including date of ARDs, instructional setting, and student disability.
- Provides for systematic communication among special and general education personnel (with respect to ARD meetings and decisions, IEPs, accommodations needed in the general education setting, relevant instructional concerns and progress).
- Assists campus administrator(s) to ensure compliance with ARD decisions guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
- Completes lists, forms, reports, PEIMS forms, and data required by the Special Education Office by due dates (e.g., transportation forms, EYS forms, etc).
- Maintains current state assessment test lists; referral lists, and referrals for related services evaluation; maintains communication among assessment, service providers, and related services personnel.
- Holds staffing with teachers and administrators prior to ARD meetings.
- Conducts failure/level change ARDs when needed
- Review all paperwork before submission, to ensure accuracy and completion
- Attends Special Education Department staff meetings; attends relevant professional development.
- Dependable performance requires reliable and dependable attendance.
- Perform other duties as assigned by the supervisor or other administrator that are consistent with the general requirements and qualifications for the position.

Supervisory Responsibilities:

None

Equipment used:

Personal or laptop computer, printer, copier, fax machine, shredder, calculator, telephone, electronic mobile devices, projector, video display monitor

Working Conditions:

Physical Demands /Mental Demands/ Environmental Factors:

The working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Regular co-op wide travel to multiple work locations as assigned. Regularly sit, talk or hear; frequently required to use hands to finger, handle, or feel; frequent repetitive hand motions; prolonged use of computer; occasionally lift and/or move up to 50 pounds; occasionally required

to stand, walk reach with hands and arms; vision abilities include close vision; and color vision, regularly work with frequent interruptions, maintain emotional control under stress; the noise level is usually moderate. The employee may spend long hours in intense concentration which requires attention to detail. There are a number of deadlines associated with this position, which may cause significant stress. The employee must also deal with a wide variety of people on various issues. Regularly perform multiple, highly complex, tasks with a need to periodically upgrade skills in order to meet changing job conditions and compliance with legal guidelines. Flexibility is required to independently work with others in a wide variety of circumstances and integrating into different school environments. Predictable and regular attendance expected.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ **Date** _____

Reviewed by _____ **Date** _____