



Job Title: Special Education Campus Facilitator

Exemption Status/Test: Exempt/Professional

Reports to: Coordinator – Special Education

Date Revised: October 2020

Dept. /School: Assigned Campus

Primary Purpose:

The Special Education Campus Facilitator serves as a representative of the district who a.) Is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities; b.) Is knowledgeable about the general education curriculum; and c.) Is knowledgeable about the availability of resources of the district. They chair or co-chair all ARD/IEP meetings to facilitate meaningful participation between all ARD/IEP committee members.

Qualifications:

Education/Certification:

Required:

Master's Degree from accredited university

Valid Texas Teacher Certification in Special Education

Special Education Certification/appropriate Board Licensure

Preferred:

Principal or Mid-Management Certification

Special Knowledge/Skills:

Knowledge of applicable federal, state, and local laws, and guidelines and procedures

Knowledge of various special education eligibility conditions and the challenges to learning

Experience in adapting and implementing curriculum to meet individual learning and behavioral needs

Knowledge about instructional materials, technology, and state evaluation methods

Skill in communicating effectively with others

Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets

Skill in working in collaborative team-based environments

Skill 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

Experience:

Three (3) years of successful teaching experience

Major Responsibilities and Duties

1. 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; notifies all appropriate school personnel of ARD meetings/ARD schedule changes.
2. Responsible for chairing or co-chairing ARD meetings and may serve more than one campus.
3. Monitors ARD paperwork completed by campus and instructional/related services personnel for compliance with federal, state and local law.

4. Completes and submits ARD paperwork within the special education database and archives documents according to procedure.
5. Enters all PEIMS information within the special education database and verifies accuracy at the conclusion of the meeting.
6. Maintains compliance in special education record keeping.
7. Completes lists, forms, reports, PEIMS forms, and data required by the Special education Office by due dates (i.e., Audits, transportation, ESY).
8. 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).
9. Monitors and assists in the completion of applicable ARD supplements with accompanying data collected by campus staff (i.e., Autism supplement, ESY regression data, all IEPs, BIPs, etc.).
10. Follows end of year procedures for folder exchanges, summer assessment, etc.
11. Assists campus administrator(s) to ensure compliance with mandates for due process guaranteed to students with disabilities by state/federal law; ensures compliance with local policies and procedures outlined for this population.
12. Maintains thorough documentation regarding any significant problems with ARD Committee procedures; attends Special Education Department staff meetings; attends relevant professional development.

Supervisory Responsibilities

None.

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; occasional reaching

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.