



La Academia de Estrellas
 Charter School
Where Students Shine!

	Job Title:	Special Education ARD Facilitator	Reports To:	Special Education Coordinator
	Location:	Charter	Hours:	40 weekly
	Job Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Type:	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time

Job Function

To assist special education department with clerical duties, appointments, scheduling ARDs, paperwork, filings, translating to parents.

Duties

These statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned.

Data and Records Management:

- Sets up, maintains and records all special education student information under the direction of the Special Education Coordinator.
- Maintains current special education student's files through the special education management system (eSped)
- Maintains eSped and eligibility folders by updating information each time there is an ARD, parent correspondence or a Full Individual Evaluation Report (FIE) is reviewed.
- Disseminates, via eSped access, schedule of service pages, copies of individual Educational Programs (IEPs) and Behavior Intervention Plans (BIPs) from the ARDs. to required staff and secures documentation of their receipt of the information.
- Documents all parent correspondence in the students' eligibility folders and in eSped records.
- Enters student data into the special education management system and indicates if students are a referral, transfer, active or inactive.
- Assists campus personnel in obtaining information from campus files.
- Maintain current rosters and reports as may be requested in order to aid program management.
- Assists special education coordinator and PEIMS coordinator with updating PEIMS records



- Reviews PEIMS reports and compares to the special education management system (eSped)to ensure accuracy of data in both systems.
- Duplicates records upon requests by authorized persons.
- Assists with sending records to other schools, districts, agencies upon request.

Scheduling

- Schedules, completes and sends all required parent ARD notices and documents correspondence in the students' eligibility folders and eSped record.
- Copies ARDs and Full Individual Evaluation (FIE) reports and sends home copies to parents and documents correspondence in the students' eligibility folders.
- Notifies all staff of ARD meetings in a timely manner

Compliance

- Attends district meetings and professional development sessions to keep abreast of changes in current special education, local, state and federal reporting requirements.
- Demonstrates dependability and punctuality by exercising regular attendance and promptness.
- Maintains professional ethics and exercises self-control over actions and words with students, parents and staff members.
- Adheres to federal, state and local policies and procedures related to special education issues.
- Maintains confidentiality of student records. Follows district and building policies.

Performs other duties as assigned by supervising staff person and/or administrator.

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

Skills/Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 3 years related experience preferred
- Demonstrated organizational and interpersonal skills .
- Demonstrated computer and office systems skills
- Demonstrated written and verbal communication skills
- Demonstrated ability to communicate verbally in Spanish
- Demonstrated ability to understand and adhere to federal, state and local policies and procedures

Requirements

- High School diploma required, some college desirable



Job Description Acknowledgement Form

This job description is intended to describe the nature and level of work performed by people assigned to this position. It is not to be construed as an exhaustive list of responsibilities and duties of the job incumbents.

Upon review of the job description and requirements:

_____ I am able to perform the essential functions of the job.

_____ I am not able to perform the essential functions of the job without accommodations. (Please list accommodations needed to perform the job functions.)

_____ I am not able to perform the essential functions of the job even with accommodations.

I have received a complete copy of the job description and understand the requirements of the job.

EMPLOYEE NAME (Please PRINT): _____

EMPLOYMENT POSITION: _____

EMPLOYEE SIGNATURE: _____

Date received: _____

SUPERVISOR NAME (Please PRINT): _____

SUPERVISOR SIGNATURE: _____

Date reviewed: _____