

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
ARD Facilitator		Special Services	Executive Director of Special Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administrative/ Instructional	3	196	Exempt	June 2026

Primary Purpose:

To coordinate, facilitate and administrate Admission, Review and Dismissal (ARD) meetings for assigned personnel.

Qualification Guidelines:

Education/Certifications/Experience:

Bachelor's Degree
Valid Texas Teacher Certification
Master's Degree (preferred)
Special Education teaching experience (preferred)

Special Knowledge/Skills/Abilities:

Maintain accurate records and database
Strong organizational, communication and interpersonal skills
Advance computer skills
Understanding of Special Education law as it relates to the ARD process
Strong organizational, communication and interpersonal skills
Strong written communication skills

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

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

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

Major Responsibilities and Duties:

1. Complete all ARD paperwork except individual education plan.
2. Act as contact person for parents inquiring about ARD/IEP meeting.
3. Compile data regarding parent participation in ARD meetings for each campus served.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
ARD Facilitator		Special Services	Executive Director of Special Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administrative/ Instructional	3	196	Exempt	June 2026

4. Coordinate with related service personnel as necessary.
5. Adhere to the ARD agenda.
6. Turn in all ARD paperwork within 5 days after the ARD/IEP meeting is held.
7. Strictly monitor timelines to meet ARD deadlines.
8. Follow all local Special Education policy guidelines.
9. Complete “out-of-Compliance” paperwork if necessary.
10. Promote positive interactions with campus staff.
11. Ensure confidentiality is always maintained.
12. Closely monitor written communication for potentially harmful or litigious implications.
13. Advise case manager of any issues that occur during ARD meetings.
14. Perform other duties as assigned. Ensure that a review of previous IEP is made to determine student progress.
15. Maintain documentation of students served and services provided by submitting accurate information for eligibility folder within timelines.
16. Represent the department in professional, cooperative, courteous, positive manners and maintain an effective relationship with supervisors.
17. Effectively communicate with colleagues, students, and parents about confidential information professionally.
18. Continue professional growth and responsibility by keeping current on legal requirements, State and Local policies and current diagnostic procedures.

Consulting

19. Direct activities for coordination of services and develop proposals for improved service.
20. Assure parent and community involvement in all activities.

Professionalism, Morale, and Team Building within the department and campuses (based on feedback and observation)

21. Exhibit poise, self-control and accept constructive criticism.
22. Exhibit a positive attitude toward others. Treat other staff with respect and dignity.
23. Interact with others effectively and respond to staff and parent needs in a courteous respectful manner. Answer all phone calls and emails within 24 hours.
24. Maintain confidentiality.
25. Perform other duties as assigned.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.