JOB DESCRIPTION
ARD Facilitator/Speech Pathologist

JOB TITLE: ARD Facilitator/Speech Pathologist  WAGE/HOUR STATUS: Exempt
REPORTS TO: Director of Special Education and Principal  TERMS: 187 Days
DEPARTMENT: Special Education  PAY GRADE: Teacher Pay Schedule

PRIMARY PURPOSE:
The primary purpose of the ARD Facilitator/Speech Pathologist is to coordinate, schedule, and participate in the Admission, Review and Dismissal (ARD) meeting. They shall be responsible for coordination, planning and preparation of compliance documents, in collaboration with case managers, for students eligible for Special Education services and to ensure timeline requirements are met. They shall also ensure that all elements required to be addressed and documented are accomplished, and that parents and others receive relevant sections of the individualized education program (IEP).

QUALIFICATIONS:

Education/Certification:
Master’s degree from an accredited college or university, preferred
Bachelor’s Degree in Speech-Language Pathology from an accredited college or university, preferred
Valid Texas teaching certificate with special education endorsement
Valid Texas license as a Speech-Language Pathologist granted by the State Board of Examiners for Speech-Language Pathology and Audiology (SBESLP)

Special Knowledge/Skills:
- Ability to use the accepted tests and measurements to assess communication disorders and conditions
- Knowledge of evaluation, habilitation, and rehabilitation of speech-language disorders and conditions
- Understanding of the individual needs of special needs persons
- Ability to communicate with all levels of special needs students and their parents
- Organizational, interpersonal and communication skills

Experience:
Experience in the prevention and intervention of speech, language and related impairments; at least three years successful experience as a classroom teacher
MAJOR RESPONSIBILITIES AND DUTIES:

1. Presents a positive role model for students that supports the mission of the school district
2. Maintains a positive and effective relationship with supervisors, colleagues, parents, and students
3. Deals sensitively and fairly with persons from diverse cultural backgrounds
4. Effectively communicates with colleagues, students, and parents
5. Assesses and responds to needs related to job responsibilities
6. Collects and organizes relevant evaluation data from student cumulative folders, classroom teachers, principals, support staff, parents, and outside resource personnel
7. Conducts classroom observations and personal interviews
8. Completes and submits requested reports, evaluation logs, surveys, etc. to the Director of Special Education or designee by the specified due date
9. Complies with policies established by federal and state law, State Board of Education rule, and the local Board of Trustees in pursuing the mission of the school
10. Provide prevention strategies through in-service training and consultation
11. Follow IEP goals and objectives for children with speech and/or language impairments
12. Provide speech and/or language services through a variety of services delivery models to children in need
13. Provide information to parents, children, and teachers regarding speech and/or language impairments
14. Compile, maintain and file all records and other documents required by federal, state or district policies
15. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
16. Responsible to the Director of Special Education and serves as the liaison between campuses Special Education programs and the district’s Directors and Coordinators
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Serves as campus team member in designing, implementing, and evaluating for special education student placement and behavior intervention plans

18. Assists classroom teachers with the implementation of the IEPs

19. Shares or assumes responsibility of the confidential folders keeping them organized according to the district's operating guidelines

20. Keeps informed about new state and federal guidelines and policies concerning special education

21. Keeps Special Education PEIMS records and Medicaid information current

22. Attends and participates in monthly staff meetings with the Director of Special Education and other designated staff members

23. Plans and assists in implementation of appropriate staff development programs

24. Effectively communicates to students, staff, and parents school guidelines for student conduct especially as they relate to special education students

25. Encourages plans for improved student behavior that reflect enhanced opportunities for learning

26. Improves leadership skills through self-initiated professional development activities

27. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for Educators

28. Uses information provided through the District appraisal process to improve performance

29. Performs other tasks and assumes such responsibilities as related to the position and as assigned

30. Annually establishes and meets performance goals

31. Comply with district policies, as well as state and federal laws and regulations

32. Adhere to the district's safety policies and procedures

33. Maintain confidentiality in the conduct of district business
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

34. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

35. Demonstrate regular and prompt attendance

36. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise Speech Language Pathologist Assistants

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: __________________________________________________________

Signature: ___________________________________________________________ Date: 

ESTABLISHED/REVISED DATE: Feb., 2019