

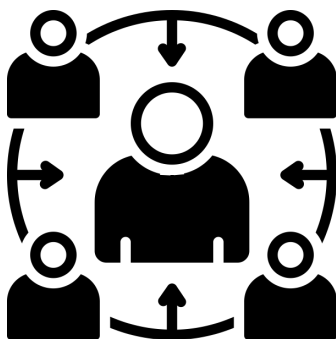
What is an ARD Committee Manager?

An ARD committee manager is a staff member who facilitates or leads ARD committee meetings and helps meet local, state, and federal guidelines for students being considered for or receiving special education and related services. This staff member often acts as a liaison during the ARD committee process between school personnel and a student's parents or guardians. Other common job titles for this position include ARD Committee Facilitator, ARD Committee Chair, and Child-Centered Process Liaison. Position titles may vary from one local education agency (LEA) to another.



What are some advantages of utilizing ARD Committee Managers?

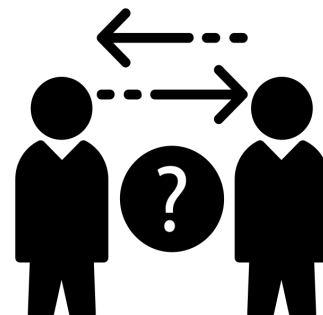
- Freeing up time for evaluation staff to focus their expertise on evaluation, direct services to students, consultation with staff, and participation on student intervention teams
- Improved compliance with federal and state special education requirements and local procedures
- Increased staff support to assist with consistent IEP development and implementation and documentation
- Consistent communication with staff and families from a central point of contact
- Streamlined ARD meeting scheduling by a designated point of contact
- Improved consistency in following ARD committee process and procedures
- Technical Support for staff working in the LEA's special education data management system



What is the difference between an ARD Committee Manager and IEP Facilitation?

The title “ARD Committee Manager” or “ARD Committee Facilitator” should not be confused with the term “facilitated IEP” or “IEP facilitation”.

IEP facilitation is a method of alternative dispute resolution that involves the use of a trained facilitator to assist an ARD committee in developing an IEP for a student with a disability. The assigned IEP Facilitator is not a member of the ARD committee and has no decision-making authority over the ARD committee meeting.



What are typical roles and responsibilities of ARD Committee Managers?

- Scheduling and mailing notices for ARD committee meetings
- Gathering relevant student data, such as, grades, attendance, behavior reports, progress monitoring data, universal screening results, previous and current evaluation reports
- Preparing and finalizing required ARD committee paperwork
- Facilitating the ARD committee meeting
- Sending completed Individualized Education Program (IEP) documents to the parents or guardians and archiving in accordance with LEA procedures
- Supporting families and school personnel with special education questions
- Assisting classroom teachers with understanding and documenting the receipt of students’ IEP paperwork
- Complying with requirements established by federal and state law, state board of education (SBOE) rules, local board policies, and special education operating procedures

Resources:

[Parent’s GuidetotheAdmission,Review,andDismissalProcess](#)
[Legal Framework - ARD Committee Membership](#)