Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 5/27/2026

Specialist, Special Education (Behavior)

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview
The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview
The Special Education Specialist for Behavior is responsible for the operational execution, coordinator, and fidelity of monitoring of specialized behavior program across assigned sites. This role ensures that division frameworks are implemented consistently, supports school leadership in maintaining aligned program structures, and provides formal reporting on program implementation and outcomes.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Supports the implementation of specialized behavior programs to ensure alignment with division frameworks and expectations while supporting school leadership in implementing program structures, procedures, and expectations with fidelity and monitoring program implementation to identify trends, strengths, and areas for improvement.
- Collects, aggregates, and summarizes program-level data (e.g., walkthroughs, behavior trends, implementation indicators), reviews walkthrough data completed by facilitators to assess alignment with established expectations, documents implementation patterns, and provides structured reports and updates to the Coordinator highlighting areas requiring additional support or adjustment.
- Develops and maintains Behavior Intervention Team (BIT) review presentations, tracks completion of BIT reviews, monitors implementation of action steps, shares reports with supervisors and leadership, and ensures alignment with division expectations and trauma-informed practices.
- Organizes and leads recurring program meetings to support alignment, collaboration, and consistency across sites, while providing program-level guidance and building capacity in facilitators to effectively serve within specialized behavior programs aligned to division priorities.
- Supports the implementation of STAR Rooms across schools, including coordination of setup, readiness, and expectations for use, and collaborate with related service providers to ensure safe and appropriate environments.
- Serves as a liaison between school-based teams and the Office of Special Education to ensure coordination and alignment of supports across systems, including facilitating collaboration with Unified Mental Health Teams

(UMHT) and maintaining communication with cluster supervisors and program staff regarding program implementation and needs.
- Communicates and collaborates regularly with the coordinator, facilitators, school teams, related service providers, and UMHT to identify program needs and support the implementation of behavior programs and classrooms.
- Provides program-level expertise in IEP meetings and other meetings to support student planning and program implementation.
- Collects, analyzes and documents supplemental accommodations and program-level data, observations, and outcomes to inform leadership decisions and provides regular updates highlighting areas requiring additional support or adjustment.
- Supports the implementation of division-wide behavior initiatives, adherence to procedural timelines, and documentation expectations at the program level.

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Master's Degree

Experience
Five (5) years of successful experience in a public school setting, supporting students with behavioral challenges, emotional disabilities, neurodevelopmental disabilities, and/or medical needs

Licenses and Certifications
Holds or is eligible as a Board Certified Behavior Analyst (BCBA) and Licensed Behavior Analyst in the state of Virginia

Knowledge, Skills and Abilities
- Strong knowledge of general and adapted curriculum, criterion referenced assessments, behavioral principles/ applied behavior analysis, and special education law and regulations
- Demonstrated leadership qualities and personal characteristics necessary to work collaboratively and effectively with students, teachers, administrators, and parents
- Ability to lead in evidence-based behavior strategies, interventions, and conflict resolution

Physical Requirements
The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.