



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/15/2021

Coordinator, Competent Learner Model

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Student Services

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 Competent Learner Model (CLM) Coordinator is responsible for the effective implementation of the Competent Learner Model at the division, and classroom level. This position coordinates the efforts and actions of all CLM team members as we use specific tools and resources with the goal of measurable achievement for students with significant learning and participation challenges. The coordination of professional development training and activities for staff members who work with these learners is a critical function of this position.

Roles and Responsibilities

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

- Assures fidelity of implementation with the use of CLM resources, including Learning Environment Summary Assessment, Implementation Phases Checklist, CLRA, Curriculum, Course of Study, in-situ coaching model, collaborative consultation, and action management process
- Monitors the completion of tasks based on the established implementation phases
- Reviews performance of CLM responsibilities when onsite with CLM coaches, including the use of coach checklist and ISPC process, and conduct school division and individual learning environment reviews and problem-solving
- Maintains supportive working relationships with CLM coaches, teams, and administrators, including returning requests for assistance and support promptly, providing and accepting feedback, and promptly assisting in problem-solving
- Communicates regularly with Assistant Director, Supervisors, and building principals regarding the progress, barriers, and challenges of implementing the program
- Communicates regularly with the Assistant Director and the Supervisors regarding the long-range strategic planning of the implementation sites, as well as the development of current and future coaches
- Provides resources and monitors the use of implementation data and student data to formulate programming for CLM classrooms
- Uses the Action Management Process to manage regional CLM implementation and strategic planning of future implementations, as well as develop and implement solutions to identified barriers

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- Uses CLM Center of Excellence resources in conjunction with regional and division level resources to assist in solving unanticipated barriers to implementation
- Uses standardized training and coaching materials on the CLM Center of Excellence License Resource Center to provide CLM training to include the coaching model, implementation science, and the coaching certification process
- Establishes and maintains rule-governed behavior with coaches regarding fidelity of implementation
- Assists coaches with training for new CLM start-up sites

Qualifications

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

Education

Master's Degree from an accredited University or College

Experience

Minimum of five (5) years of experience in special education, school social work, school psychology, school counseling services or a related field

Licenses and Certifications

Holds or is eligible for a Virginia Postgraduate Professional License or Pupil Personnel Services License with an endorsement in one or more areas of Special Education or a related field

CLM Coordinator Certificate from CLM Center of Excellence

Licensed Behavior Analyst (LBA) and BACB Certified

Knowledge, Skills and Abilities

- Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, administrators, and parents
- Possess knowledge of related behavior analytic assessments and their analysis/interpretation regarding student behavior
- Demonstrated ability to present analytical data articulately to a variety of audiences, including oral presentation and written reports
- Must possess an understanding of various exceptionalities, including ASD, Emotional Disability, Traumatic Brain Injury, Hearing Impairment, etc. and best practices for working with those student populations

Physical Requirements

The following provides a brief description of physical requirements for this job:

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 education, skills, and experience for the job; and who can perform its essential responsibilities, 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.