Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 1/6/2025

Facilitator, Specialized Instruction (Assistive Technology)

Pay Scale: A
Level: N/A
FLSA Status: Exempt
Job Family: Student Services
Primary Location: School-Based

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 Specialized Instruction Facilitator for Assistive Technology (AT) is responsible for working directly with special education staff on the effective use and integration of technology to support the needs of diverse learners in accordance with requirements within the Individuals with Disabilities Education Act (IDEA) in collaboration with other staff.

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.

- Assists with implementation of strategies and tools to provide access for students with disabilities to instructional and educational materials across environments for full participation in division initiatives and instructional programs, including all existing and new initiatives, screenings, and tools
- Provides collaboration and evaluation services for school staff and students to support Personalized Learning and participation
- Delivers division-wide training in a variety of formats to provide professional learning for school staff to build capacity for providing greater accessibility and resources at the school level
- Plans and conducts collaborative model lessons that demonstrate the use of assistive technology in instruction with a focus on division instructional initiatives
- Actively participates in collaboration with other division personnel including Teachers and school-based staff to support accessibility for students with disabilities
- Provides direct support and individual assistance with provision of appropriate assistive technology resources

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

Education
Bachelor's Degree

Experience
Minimum of three (3) years of experience in Special Education or related field

Licenses and Certifications
Holds or is eligible for a Virginia Collegiate Professional License with an endorsement in one or more areas of Special Education or a license issued by the Board of Audiology and Speech Language Pathology

Knowledge, Skills and Abilities

- Minimum of five (5) years of successful teaching experience with students with disabilities
- Strong knowledge of and experience with effective, evidence-based methodologies
- Excellent oral and written communication skills, interpersonal skills, and professional and personal characteristics necessary for working effectively with school personnel and members of the community

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.