Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 1/6/2025

Facilitator, Specialized Instruction

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 assists teachers, teacher assistants, administrators, and parents in developing knowledge in the area of special education; specifically, specially designed instruction and supports compliant practices as outlined in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

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.

- Coaches and consults to build teacher capacity to provide specialized instruction in reading, math, social/emotional learning, and executive functioning through modeling (which may include direct instruction to students), collaboration, walkthroughs, and constructive feedback.
- Provides targeted supports for new to profession special education teachers and staff newly trained in specially designed instructional strategies and interventions.
- Partners with school-based administration and licensed staff to support meaningful inclusion of students in their least restrictive environment.
- Collaborates and supports staff to develop an Individualized Education Program (IEP) designed to promote student progress and access to the curriculum.
- Supports staff in collecting and analyzing data to measure progress, coaches and/or consults with staff in determining an instructional match to meet student needs and build capacity of staff in communicating instructional match and data analysis during IEP meetings.
- Reviews and synthesizes current research to support staff with implementation of evidence-based practices to meet the identified needs of students with disabilities.
- Collaborates with school-based and central office staff to design and deliver professional learning, training, and presentations for individual, small group and large audiences on evidence-based practices in the areas of specially designed instruction in reading, math, social-emotional learning, and executive functioning.

- Demonstrates 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.

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

Education
Bachelor's Degree

Experience
Demonstrated successful teaching experience for at least five (5) years

Licenses and Certifications
Holds or is eligible for a Virginia Collegiate Professional License with an endorsement in one or more areas of Special Education

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.