Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/24/2026

Mandt Trainer

Pay Scale: B
Level: 12
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 Mandt Instructor provides essential training in crisis prevention, de-escalation, and behavioral intervention to ensure Loudoun County Public School (LCPS) compliance with state regulations and school board policy. Responsible for planning and delivering the Mandt System, the instructor equips staff with evidence-based strategies to manage behavioral crises safely. By fostering a culture of respect and positive relationships, the role builds systemwide capacity for proactive student support. This position collaborates with the Office of Procedural Support Coordinator and Facilitator of Mandt and Ukeru to advance the division's mission of maintaining safe, healthy learning environments. Ultimately, the instructor plays a vital role in ensuring the well-being of both students and staff through consistent, professional learning.

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.

- Support the planning, facilitation, and delivery of Mandt System training for all identified LCPS personnel to ensure compliance with LCPS School Board Policy 5345 and the Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia
- Routine collaboration with the Mandt Leadership team regarding division training and data analysis of unmet needs
- Support of School-Based Mandt Instructors through coaching and assessing the fidelity of implementation of the Mandt training process
- Reinforcing Policy 5345 and the HRTD process by providing individualized retraining in the Mandt System for identified staff
- Communicates regularly with various stakeholders regarding the progress, barriers, and challenges for fidelity of implementation of crisis prevention and intervention programming; as well as collaborates and implements solutions to identified barriers

Qualifications

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

Education

Associate's Degree

Experience

Experience working with students with disabilities who present with significant social, emotional, behavioral and/or cognitive challenges

Licenses and Certifications

Holds or eligible for Mandt Instructor Certification (Relational and Technical)

Knowledge, Skills and Abilities

- Knowledge, abilities, and skills to effectively manage the behaviors of children with behavioral and learning challenges
- Knowledge of LCPS division mission and goals
- Ability to collect, record, and analyze data
- Ability to deliver training, instruction and presentations to staff in individual and group settings
- Ability to effectively utilize modern office equipment, including personal computer and related hardware and software
- Ability to analyze data and make recommendations
- Ability to communicate effectively, both orally and in writing
- Ability to travel between work sites throughout the day as required to fulfill responsibilities and meet operational needs
- Ability to maintain confidentiality in all matters relating to students and staff

Physical Requirements

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

	Rare	Occasional	Frequent	Regular
Lift or move 26-50 pounds			X	
Lift or move more than 50 pounds		X		
Climb/Descend (ladders, scaffolding, ramps, poles, etc.)	X			
Balance				X
Stoop				X
Kneel				X

Crouch/ Squat				X
Crawl	X			
Reach				X
Stand				X
Sit				X
Walk				X
Push			X	
Pull			X	
Bend/turn/twist head or neck				X
Bend/turn/ twist waist				X
Manipulate (pick, pinch, etc. with fingers)				X
Grasp			X	
Feel				X
Talk				X
Hear				X
See				X
Remain stationary		X		
Travel by foot			X	
Travel by transport	X			
Repeat hand/arm, wrist/finger motion			X	
Repeat leg/ foot/ toe/ankle motion			X	
Operate motor vehicle		X		

Hazards Requirements

	Occassional
Challenging verbal interactions (offensive language, shouting, threats, etc.)	X

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 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.