Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 1/22/2026

Facilitator, Procedural Support (Mandt and Ukeru)

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 Facilitator, Procedural Support provides planning, delivery, and support for the implementation of crisis intervention and prevention strategies (Mandt and Ukeru) for all identified staff within Loudoun County Public Schools (LCPS) as required by Policy 5345 and the Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools 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.

- Supports the assessment of division-wide training needs and coordinate crisis intervention and prevention trainings across the division in accordance with Policy 5345 and the Virginia Regulations.
- Provides support of all division instructors of Mandt and Ukeru in understanding the instructor roles and responsibilities, and crisis intervention and prevention training requirements.
- Provides Mandt and Ukeru training, instructor coaching and monitoring for fidelity of training implementation.
- Supports the collection and analysis of school- based and division level compliance with crisis intervention and prevention training requirements associated with policy and regulations.
- Collaborates with the Office of Procedural Support leadership regarding division training data and analysis of unmet needs.
- Supports the training of new employees with timely crisis intervention and prevention training required by policy and regulations.
- Supports the creation and dissemination of internal and external communications, including newsletters, website content, and other relevant materials.
- Assists the Office of Procedural Support leadership in the implementation and evaluation of the crisis intervention and prevention strategies programming; in the acquisition of supplies and supplementary materials for implementation; in the coordination of programs and services related to crisis intervention and prevention.

- Maintains supportive working relationships with school-based staff and administrators, including returning requests for assistance and support promptly, providing and accepting feedback, and promptly assisting in problem-solving.
- Communicates with division-wide and school-based LCPS staff regarding the progress, barriers, and challenges for fidelity of implementation of crisis intervention and prevention programming; as well as develops 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
Bachelor's Degree

Experience
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 endorsement in one or more areas of Special Education or a Pupil Personnel Services License; Certification as a Mandt 3.0 Instructor and Ukeru Instructor

Knowledge, Skills and Abilities

- Strong knowledge of and experience with effective, evidence-based instructional methodologies, such as multisensory and/or structured instructional approaches
- Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, school-based non-exempt staff, transportation staff, paraprofessionals, teachers, related service providers, administrators, parents, and community partners
- Excellent organizational, planning, communication, and interpersonal skills
- Proven expertise in delivering professional learning in several formats
- Knowledge of content, curriculum and materials associated with Mandt and Ukeru
- Knowledge of LCPS school division mission, goals, and organization

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		
Balance				X
Stoop				X
Kneel				X
Crouch/ Squat				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	
Ability to maintain balance while standing, walking, and moving for extended periods of time.				X
Ability to maintain balance while being pushed or pulled.				X
Ability to utilize gross manipulation skills including holding, grasping, or otherwise use of the hands.				X
Ability to reach at or below shoulder level.				X
Ability to reach overhead.				X
Ability to lower self to a “half-squat” position while maintaining appropriate spinal posture.				X
Ability to perform low postures such as crouching, kneeling, and squatting.				X
Ability to kneel on one knee (both right and left) and return to standing using the support of only one hand.				X
Ability to maintain a half-squat position for 20 seconds and be able to move forward and backward without falling				X

Environmental Hazards

	Rare
Challenging physical interactions (biting, hitting, throwing objects, encroaching, etc.)	X
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.