



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/10/2026

Procedural Support 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 Procedural Support Trainer supports learning environments in the implementation and use of the Competent Learner Model (CLM) through training and instruction in the use of CLM tools, practices, and strategies. The position supports CLM implementation, planning and development; and assists in ensuring program fidelity.

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.

- Provides classroom-based demonstrations and collaborative and one-on-one CLM coaching support to teachers and paraprofessionals
- Provides small and large group presentations and training around the use of CLM tools, practices, and strategies
- Assists teachers and teacher assistants in collecting and analyzing data using CLM tools
- Conducts CLM fidelity checks to provide feedback for staff and to assist in data collection
- Completes assessments to place students into the CLM participant curriculum in collaboration with the classroom teacher and CLM Coach
- Utilizes the CLM toolkit to work directly with classroom staff and students with disabilities under the leadership of CLM certified coaching staff
- Collects data to monitor behavior reduction, skill acquisition, and program fidelity
- Meets weekly with student education teams to review student data and support data-informed decisions regarding interventions and student outcomes
- Participates in on-going training and coaching in highly specialized strategies and interventions under the direction of CLM staff
- Supports CLM academy opportunities for staff and programming updates and planning with the CLM Center of Excellence
- Adheres to safety protocols to avoid hazards when assisting students who may exhibit behaviors such as striking, grabbing, or biting
- Provides behavioral and learning support to students with autism, emotional/behavioral disabilities, intellectual disabilities, and related developmental disabilities, to reduce interfering behaviors to a manageable level

Qualifications

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

Education

Associate's Degree in child development or a related field

Experience

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

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge, abilities, and skills to effectively manage the behaviors of children with behavioral and learning challenges
- Basic knowledge of special education
- Ability to collect, record, and use behavioral and instructional 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
- Ability to learn and apply an instructional framework

Physical Requirements and Environmental Hazards

The following provides a brief description of typical physical requirements and environmental hazards for this job:

Physical Requirements

	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

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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

	Frequent
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.