



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/21/2021

### Coordinator, Specialized Behavior Support

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Student Services

Primary Location: Administration Building

#### 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, Specialized Instruction, and Procedural Support.

#### Job Overview

The Coordinator of Specialized Behavior Support assists administrators and division-level leadership in developing knowledge in applied behavior analysis (ABA) to enhance evidence-based instructional practices and strategies to support positive outcomes for students. The Coordinator monitors and analyzes division-level data as it relates to the division's goals. The Coordinator will build capacity among the instructional staff by providing ongoing and sustained professional development by implementing evidence-based practices in the area of behavior and social skills development. Data collection and analysis will be modeled with an emphasis on developing programs and services that are consistent with evidence-based practices and implemented with fidelity for successful student outcomes. The Coordinator of Specialized Behavior Support will lead and support the Specialized Instructional Facilitators of Behavior's role in supporting classroom teachers, special education teachers and other staff for training, modeling, observing, monitoring and evaluating the delivery of behavior interventions.

#### 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.*

- Develops materials, training and provides resources for and provides professional learning to administrators, educators, and parents/guardians in applied behavior analysis, and/or other evidence-based methodologies related to addressing the needs of students with behavior difficulties
- Assists the supervisor in collecting and analyzing data; conducts fidelity checks to provide feedback; and facilitates the process to identify an intervention match between identified needs and specific behavioral and instructional strategies
- Assists the supervisor in the recruitment, hiring, supervision and evaluation of Specialized Instructional Facilitators of Behavior
- Assists administrators and supervisors who work directly with teachers in a school providing classroom-based demonstrations, collaborative and one-on-one support, and facilitating teacher inquiry and related professional development as well as providing small and large group presentations and training

- Collaborates with division coordinators, school-based administrators and supervisors (Multi-Tiered Systems of Support, Unified Mental Health and Student Services) to provide professional development, engage in ongoing work in furthering the tiered approach for behavioral and social skills interventions
- Assists in developing functional behavior assessments (FBA) and behavior intervention plans (BIP) to support students
- Works closely with school staff on school-wide discipline practices and provide ongoing support and direction on the implementation of behavior intervention plans for students
- Collaborates, leads and supports Specialized Instructional Facilitators for Behavior to promote students' educational, physical, and/or behavioral development in order to access the general education curriculum
- Monitors and analyzes division level data
- Collaborates and supports division wide strategic initiatives

### **Qualifications**

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

#### **Education**

Bachelor's Degree

#### **Experience**

Five (5) years of experience in the field of Applied Behavior Analysis in the clinical and /or public education setting

#### **Licenses and Certifications**

Pupil Personnel Services License or Postgraduate Professional License with endorsements in one or more areas of Special Education; administrative endorsement and/or special education leadership certificate  
Board Certified Behavior Analyst, License required. License to Practice as a Behavior Analyst in Virginia (LBA), required

#### **Knowledge, Skills and Abilities**

- 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.