



601 Catocin Circle, NE  
Leesburg, VA 20176  
Tel: 703.777.1939  
Fax: 703.777.1935  
thearcofloudoun.org

We are **HIRING** for an ABA **Program Director** to join Open Door Learning Center preschool within The Arc of Loudoun in Leesburg, VA! The ideal candidate is an experienced Behavior Analyst with exceptional organization, leadership, and problem solving skills. Qualified candidates will have an exceptional ability to multi-task, relate to children, and lead in a collaborative team environment. If you have a passion for working with preschool students of all abilities, this could be the job for you.

**Reports to:** The Administrative Director of ODLC and The Clinical Supervisor at The Arc of Loudoun

**Program Director Summary:** This position is responsible for assisting with the overall operations of the organization under the direction of the Administrative Director. The Program Director will be accountable for the training, implementation, and documentation of ABA based principles and techniques within the classroom setting. The Program Director will oversee all Lead Teachers to ensure they are effectively responding to learning and behavioral challenges within their classroom. Additionally the program director will oversee all student documentation and programing and will operationally assist with administrative tasks related to VDSS licensing requirements.

### **Job Responsibilities:**

#### Staff Supervision

- Supervise overall classroom management and assess training needs
- Provide initial and ongoing training for all ODLC Staff in principles of Applied Behavior Analysis
- Perform classroom observations and provide appropriate feedback
- Help ensure staff and student schedules are followed at all times
- Be available to attend and/or facilitate staff meetings and trainings as necessary

#### Classroom Support and Student Programming

- Conduct student observations
- Substitute for absent staff as needed
- Support staff and students as necessary to maintain an inviting and safe learning environment
- Advise staff on classroom environmental changes to accommodate student needs
- Oversee the implementation of lesson plans and progress reporting
- Supervise the tools and templates used for teaching and measuring progress
- Train staff on data collection systems.
- Provide behavioral support in the classrooms as needed, and when warranted conduct and write Functional Behavior Assessments, and Behavior Intervention Plans

### Administrative Support

- Be familiar and help maintain compliance with The Arc of Loudoun and VDSS Standards
- Attend trainings required by VDSS and/or ODLC such as but not limited to CPR/1<sup>st</sup> Aid, and MAT
- Maintain student files and attendance records
- Act as liaison between ODLC staff, consultants, contracted services, and parents as needed
- Schedule and assist with providing tours for interested families
- Be available to attend and/or facilitate parent meetings
- Attend parent-requested IEP meetings, FBA/BIP meetings, child studies, and Kindergarten tours as needed
- Ensure equipment and the facility are clean, well maintained and safe at all times, and create and submit work order repair requests to the Administrative Director
- Review and edit progress reports quarterly before the Administrative Director reviews them.
- Assist with the generation of ODLC policies and procedures.
- Help create literature and maintain social media to advertise ODLC programming.
- Assist with the organization and promotion of special events
- Build relationship with parents/guardians and help communicate with families about upcoming events or programmatic needs
- Maintain student medications, allergy lists, and photo release waivers.
- Other administrative tasks as assigned by the Administrative Director.

### **Qualifications Required:**

- Strong leadership and effective staffing and managerial skills
- Experience within an ABA environment, working with children and adolescents with special needs
- Ability to work with students having aggressive behavior issues
- A high degree of organizational and time management skills
- Problem-solving abilities including resolving problems quickly and effectively and determining appropriate courses of action
- An ability to work efficiently in a fast-paced, multi-tasking environment
- The ability to prioritize, execute, and achieve desired program goals without excess supervision
- The ability to be flexible and have well-developed interpersonal skills
- The ability to develop relationships with colleagues, parents, and other professionals
- Excellent telephone etiquette as well as written and verbal communication skills
- A proficiency with computers, including Microsoft office suite, and other office machines

**Education:** The Program Director should meet one of the following qualifications:

- Possess a Board Certification as a BCBA or BCaBA, and six months of programmatic experience including the group care of children with and without special needs;

- Have a graduate degree in a child-related field, and are actively pursuing or willing to pursue certification as a BCBA, and six months of programmatic experience including the group care of children with and without special needs;
- Have a Bachelor's Degree in a child-related, and are actively pursuing or willing to pursue certification as a BCaBA, and one year of programmatic experience including the group care of children with and without special needs;

#### **Professional Development and Training:**

- The Program Director is required to annually attend 16 hours of staff development activities related to child safety and development and the function of the center with at least 8 hours of training relating to the care of children with special needs.
- The Program Director s required to maintain all professional certification including but not limited to first aid, cardiopulmonary resuscitation, rescue breathing, medication administration, and daily health observation of children.
- The Program Director must maintain an updated TB test as required by VDSS
- The Program Director must maintain any relevant certifications or endorsements

#### **Physical Requirements:**

- Have enough energy and stamina to meet the demands of small children
- Must be able to remain in a stationary position for a prolonged period of time
- Able to reposition self frequently to address children at eye level or implement instruction
- Ability to frequently change positions from sitting to standing to walking to meet the needs of the children in our care
- Able to stay outside for prolonged periods of instruction in various weather conditions
- On occasion may be required to lift a child up to 40lbs.

#### **Benefits:**

- Full employee covered health and dental insurance, and voluntary vision plan
- Employer paid Life/AD&D, Short- and Long Term disability
- Flex spending accounts with employer contribution to healthcare FSA
- Employee sponsored 401(k) plan
- Paid sick and personal days along with paid school holidays and closures

EOE