

**Physical Address:**

18665 Conference Center Drive, Leesburg, VA 20176

Mailing Address:

25 Catoctin Circle SE, #1276, Leesburg, VA 20177

T 703-777-1939**E** info@thearcofloudoun.org
thearcofloudoun.org

Are you a passionate professional who'd love teaching children with disabilities in an innovative, collaborative, and fun environment? Do you have strong interpersonal skills and a high level of patience? Would you enjoy the challenge of working with students to help them increase their academic proficiency, communication, social, and daily living skills? If you are interested in working to educate and support individuals with intellectual and developmental disabilities, this may be the job for you!

Job Description

Job Title: Instructional Assistant**Reports to:** Principal of the Aurora School

Program Information: Aurora School is a year-round K-12 Special Education Day placement school. Licensed by the Virginia Department of Education (VDOE) and accredited by the Virginia Association of Independent Specialized Education Facilities (VAISEF), Aurora School is a caring educational community that uses the principles of applied behavior analysis (ABA) to provide individualized education for students ages 5 to 22 with intellectual and developmental disabilities, primarily autism. Students receive Speech Therapy, Occupational Therapy, Physical Therapy, and Community Based Instruction (CBI) while at school specific to their needs.

Summary: Working with a Special Education Teacher and a Behavior Lead, you'll support academic and student behavior programming and goals.

Job Responsibilities

- Work directly with students who have intellectual and developmental disabilities and disability-related behavior challenges.
- Responsible for day-to-day student programming in a fast-paced environment.
- Learn and carry out student programming and behavior plans for 4-6 students.
- Work with students 1:1, 2:1, or 3:1 student/instructor ratio.
- Implement students' Individualized Education Program (IEP) and behavior intervention under the direction of a Special Education Teacher and a Behavior Lead.
- Create, maintain, and organize students' materials and workspace.
- Gather, track, and manage student data daily using a cloud-based collection app.
- Work collaboratively with school administrators, special educators, behavior leads, OTs, SLPs, BCaBAs, BCBAs, LEAs, and parents.
- Assist students in the restroom with toileting needs and hygiene goals.
- Meet essential deadlines associated with data reporting, IEP plans, and behavior support plans.
- Implement Professional Crisis Management (PCM) techniques (training and certification provided).
- Comfortably accommodate flexibility in daily routines.
- Actively participate in Community Based Instruction (CBI) activities to help students generalize skills.
- Other job-related duties and responsibilities as assigned.

Education, Skills, and Experience Qualifications

- High School Diploma required.
- Bachelor's degree in psychology, education, speech, or a related field preferred.
- Ability to successfully pass background check requirements required.
- Proficient reading, writing, and speaking English skills.
- Exceptional commitment to respect, integrity, and professionalism in the workplace.
- Commitment to attendance and punctuality.
- Experience working with individuals with autism and other disabilities who are non-speaking and/or who have behavior challenges.
- Ability and willingness to work with students with high intensity/aggressive behaviors.
- Good time management and organizational skills.
- Data driven problem solving and decision-making skills to address academic and behavior intervention programs.
- Proficiency in Microsoft Office, including Word and Excel.
- Proficiency in American Sign Language preferred but not required.
- Bilingual Spanish / English referred but not required.

Professional Development and Training

- Complete Aurora School-specific training during an initial 90-day period from start date.
- Implement Professional Crisis Management (PCM) Techniques after completing training and receiving a passing score.
- Attend all mandatory staff, team, and company meetings.
- Attend program and company training and professional development opportunities.

Physical Requirements

- Standing and walking for extended periods of time.
- Effectively, physically implement PCM procedures.
- Frequent change in position from sitting to standing to walking.
- Ability to bend, reach, lift and hold objects.
- Ability to lift and move 30 pounds.
- Must be able to communicate constantly and effectively with staff, vendors, and other professional personnel in-person, telephonically, and virtually.
- Must be able to traverse short, indoor distances.

Benefits

- Full employee-contributed health and dental insurance, optional vision plan.
- Employer paid Life/AD&D, short- and long-term disability insurance.
- Generous paid time off, including breaks, holidays, and PTO.



Physical Address:

18665 Conference Center Drive, Leesburg, VA 20176

Mailing Address:

25 Catoctin Circle SE, #1276, Leesburg, VA 20177

T 703-777-1939

E info@thearcofloudoun.org
thearcofloudoun.org

-
- Flexible spending accounts with employer contribution to healthcare FSA.
 - Employee sponsored 401k plan with company match.
 - Employer-paid EAP program.
 - FMLA-eligible.

Work Environment

The Arc of Loudoun is committed to fostering a positive and productive work environment built on mutual respect, trust, and cooperation. Our employees are our most valuable asset, embodying a wealth of diverse skills, experiences, and talents that drive our culture, reputation, and success. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique.

The Arc of Loudoun strictly prohibits any form of unlawful employee discrimination, harassment, or bullying.
