



Physical Address:

18665 Conference Center Drive, Leesburg, VA 20176

Mailing Address:

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

T 703-777-1939

E info@thearcofloudoun.org
thearcofloudoun.org

Job Description

Job Title: Principal, The Aurora School

Reports to: Chief Executive Officer

Summary: Provide leadership and organizational management by overseeing daily operations and long-term growth of The Aurora School; creating, implementing, and directing student programs; and guiding all staff members to continuously grow professionally.

The Aurora School is a 12-month day program that provides a collaborative and innovative learning environment for students 5-22 years of age with intellectual/developmental disabilities (I/DD), cognitive impairments, and/or other neurodevelopmental disorders, to include Autism Spectrum Disorder.

We are seeking a visionary, heart-forward, and mission-driven Principal to lead our Aurora Day School. The ideal candidate is an innovative educational leader who oversees all daily operations and staff management all while ensuring a safe, inclusive, and nurturing environment for students. Beyond instructional leadership, the Principal acts as the public face of the school, partnering closely with The Arc of Loudoun Leadership Team, families, and the broader community to ensure operational sustainability and organizational growth.

Job Responsibilities

- Manages the day-to-day and long-term operations of The Aurora School, including but not limited to maintaining a budget, enrollment, and hiring manager.
- Responsible for ensuring compliance with all laws and regulations applicable to the operations of the facilities.
- Maintains knowledge of all program materials available.
- Responsible for adhering to state and local laws regarding the health of students and staff.
- Upholds all ethical standards set forth by The Arc of Loudoun Employee Handbook.
- Responsible, in conjunction with HR, for staff disciplinary measures and dismissals.
- Works collaboratively with others, such as OTs, SLPs, BCBAs, IEP team members and parents.
- Processing all student enrollment and managing waitlist.

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- Maintains Virginia Department of Education criteria and documentation.
- Maintains the school's adherence to VAISEF accreditation standards.
- Responsible for studying student outcomes relative to the mission, goals, and objectives of the program, implementing the outcome study, and summarizing results.
- Responsible for using the Summary Outcome data in the school's improvement plan, making sure this information is available for dissemination.
- Be a VAISEF committee member.
- Responsible for participating in VAISEF's required activities, including semi-annual conferences.
- Direct liaison communicator with families.
- Direct liaison communicator with the county case managers.
- Provides data driven problem-solving and decision-making.
- Flexibility with daily routines.
- Carry out The Arc's Policies and Procedures and Aurora Handbook guidelines.
- Completion and delivery of all employee performance evaluations.
- Maintains employee schedules, time off requests and payroll approvals.
- Manages/Supervises Speech Language Pathology and Occupational Therapy Related Services operations.
- Attending IEP meetings.
- Good time management and organizational skills.
- Evaluate and provide ongoing feedback and training to staff.
- Assist administrative coordinator with employee record keeping.
- Conduct program specific new staff orientation.
- Provide special education mentorship if needed to provisional teachers.
- Responsible for planning institutional growth and development.
- Excellent written and oral communication skills.
- Sound understanding of the Principles of Applied Behavior Analysis.
- Run bi-weekly staff meetings to maintain efficiency and productivity.
- Proficiency in Microsoft Office, including Word and Excel.
- Other job-related duties and responsibilities assigned by the supervisor.

Required Qualifications (Essential Experience /Knowledge, Skills & Abilities)

- Master's Degree and a Postgraduate Professional License in Education required.

- Candidate MUST have a Master's degree in Special Education as well as being a licensed Special Education Teacher by the Virginia Department of Education
- Must have 10 years of experience as a special education teacher
- Must be able to act as a mentor for special educators on probationary status with Master's degree in Education
- Endorsement in Special Education k-12 or Leadership and Supervision from the VDOE
- Minimum three years of experience working directly with Special Education students enrolled in the adapted curriculum
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Desired Qualifications (if applies)

- Must have at least five years of experience working with students with disabilities.
- Three (3) or more years of leadership and organizational management.
- Knowledge of and experience with transition services.

Professional Development and Training

- Maintain all professional certifications.
- Seek out necessary resources to remain current in trends and research about topics related to the field, including ABA and Autism.
- Seek out monthly training and professional development opportunities.
- Implement Professional Crisis Management (PCM) Techniques after completing and receiving a passing score on the training components.
- Maintain Professional Crisis Management (PCM) Instructor status and renew yearly
- Provide training to community partners on working with individuals with disabilities
- Attend all mandatory department staff meetings
- Attend required training and professional development opportunities

Physical Requirements

- Standing and walking for extended periods of time
- Effectively and physically implement PCM procedures (when trained)



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- Frequent change in position from sitting to standing to walking
 - Ability to bend, reach, and hold objects

Benefits (30 hours or more/week eligible)

- Full employee covered health and dental insurance, optional vision plan
- Employer paid Life/AD&D, short- and long-term disability insurance
- Flexible spending accounts with employer contribution to healthcare FSA & HSA
- Employee sponsored 401k plan with match
- Accrued PTO, along with paid holidays and closures