The Arc
Loudoun

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 special educator who's licensed in Virginia? Do you have experience teaching children with disabilities in an innovative, collaborative, and fun environment? Do you have strong interpersonal skills and a high level of patience? Are you a strong leader with experience managing staff? 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: Special Education Teacher, Educational Lead
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: Provide leadership and organizational management in the following areas: robust education, student behavior programming; behavior interventions; staff development; and parent training.

Job Responsibilities

- Work directly with students who have intellectual and developmental disabilities and disability-related behavior challenges.
- Evaluate, develop, implement, and maintain educational programming.
- Collaborate with administrators and other members of the team throughout the IEP plan process to ensure that essential deadlines are met.
- Assist in onboarding, mentoring, managing, and evaluating Instructional Assistants.
- Evaluate and provide ongoing feedback and training to Instructional Assistants.
- Gather and track student data using daily collection program.
- Work collaboratively with school administrators, special educators, Instructional Assistants, OTs, SLPs, BCaBAs, BCBAs, LEAs, and parents.
- 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

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Required:

- Proficient reading, writing, and speaking English skills.
- Bachelor's degree in psychology, human services, education, or a related field.
- Valid Virginia teaching license in Special Education.
- Exceptional commitment to respect, integrity, and professionalism in the workplace.
- A minimum of 3 years of experience working in a school environment with children and adolescents with disabilities, including autism.
- Ability to work with students having high intensity/aggressive behaviors.
- Good time management and organizational skills.
- Excellent written and oral communication skills.
- Data driven problem solving and decision-making skills.
- Proficiency in Microsoft Office, including Word and Excel.

Preferred:

- Eligible to be a PCM instructor.
- Master's degree in Applied Behavior Analysis, Psychology or Special Education.
- Experience developing, evaluating, and implementing behavior support plans.
- Staff management and development experience.
- Special Education background.
- Proficiency in American Sign Language.
- Bilingual Spanish / English.

Professional Development and Training

- Maintain Virginia licensure.
- Seek out necessary resources to maintain current in trends and research about topics related to the field, including ABA and Autism.
- Attend all mandatory staff, team, and company meetings.
- Attend program and company training and professional development opportunities.
- Participate in annual Prevention Crisis Management training.

Physical Requirements

- Standing and walking for extended periods of time.
- Effectively 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.

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- 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.
- 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.