



Paxton Campus

The Aurora School

601 Catoctin Circle, NE
Leesburg, VA 20176
Tel: 703.777.1939
Fax: 703.777.1935
www.paxtoncampus.org

Job Description

Job Title: Assistant Director of Clinical Services

Reports to: Director of Clinical Services

Education: Master's Degree in Special Education is preferred.

Bachelor's Degree in Psychology, Sociology, Speech Language Pathology, or other related field.

Certification/License: Must hold a valid five-year renewable postgraduate professional license issued by the VA Board of Education with an endorsement in school administration and supervision or special education; BCBA or BCaBA, recommended; VA License as Behavior Analysis or Assistant Behavior Analysis (through the VA Department of Medicine), is preferred.

Summary: Providing leadership and organizational management by assisting the oversight of daily operations and long term growth of The Aurora School, assisting with student programs, and guiding all staff members to continuing to grow professionally.

The Aurora School is a 12-month day program that provides a collaborative and innovative learning environment for students for students 5-22 years of ages with Autism and other developmental abilities.

Essential Experience, Responsibilities, and Skills

- Work collaboratively with others, such as OTs, SLPs, BCaBAs, ABA Therapists, and parents
- Manage the day-to-day and long term operations of The Aurora School, including but not limited to maintaining a budget, enrollment, and hiring of Aurora Staff
- Maintain Virginia Department of Education criteria and documentation
- Direct liaison communicator with the county case managers
- Data driven problem-solving and decision-making
- Flexibility with daily routines
- Carry out Paxton Policies and Procedures and Aurora Handbook guidelines
- Maintain HR paperwork and confidentiality

The Arc of Loudoun on Paxton Campus...

...maximizes the potential of children while supporting families and individuals with disabilities so that they may thrive in the community.

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- Manage Speech Language Pathology and Occupational Therapy Related Services operations
- Attend IEP meetings
- Good time management and organizational skills
- Evaluate and provide ongoing feedback and trainings to staff
- Provide supervision to BCBA/BCaBA candidates, if needed
- Excellent written and oral communication skills
- Sound understanding of the Principles of Applied Behavior Analysis
- Run 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

Desired Qualifications

- Must have at least three years of experience working with students with disabilities.
- In pursuit of becoming Board Certified Behavior Analyst or Teaching License, if not already
- 2 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 maintain current in trends and research about topics related to the field, including ABA and Autism
- Seek out monthly trainings and professional development opportunities
- Implement Professional Crisis Management (PCM) Techniques after completing and receiving a passing score on the training components

Physical Requirements

- Standing and walking for extended periods of time
- Effectively implement and physically implement PCM procedures (when trained)
- Frequent change in position from sitting to standing to walking
- Ability to bend, reach, and hold objects

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Benefits

- Full health and dental
- Long and short term disability
- 401k
- Flex spending account
- Paid sick and personal days, along with school holidays

Contact Information

- Please send cover letter and resume to MHeifetz@paxtoncampus.org

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