

Job Description

Job Title: Program Director

Reports to: The Director of The Aurora School

Education: Master's Degree in Applied Behavior Analysis, Psychology or Special Education

Certification/License: BCBA or BCaBA, recommended; VA License as Behavior Analysis or Assistant Behavior Analysis (through the VA Department of Medicine).

Summary: Providing leadership and organizational management in the following areas: student educational programming; behavior interventions; staff development; classroom management; and parent trainings.

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
- Evaluating, developing, and implementing services for students educational programming and behavior interventions
- Data driven problem solving and decision making
- Flexibility with daily routines
- Good time management and organizational skills
- Evaluate and provide ongoing feedback and trainings to staff
- Provide supervision to BCBA/BCaBA candidates
- Excellent written and oral communication skills
- Sound understanding of the Principles of Applied Behavior Analysis
- Implement Community Based Instruction (CBI) to help students generalize skills
- Proficiency in Microsoft Office, including Word and Excel
- Other job related duties and responsibilities assigned by the supervisor

Desired Qualifications

- Hold a valid Teacher License by the Virginia Department of Education (VDOE)
- In pursuit of becoming Board Certified, if not already

- 2 or more years of leadership and organizational management
- Vocational experience
- Knowledge of and experience with transition services
- Knowledge and experience with assistive technology, including pictures
- Familiar with sign language

Professional Development and Training

- Maintain BACB Certification and 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 and team meetings
- Attend monthly trainings and professional development opportunities presented by the school, as required
- Complete Aurora Specific trainings during an initial 90-day probationary period from start date
- Implement Professional Crisis Management (PCM) Techniques after completing and receiving a passing score on the training components
- Participate in annual Prevention Crisis Management training

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

Benefits

- Full health and dental
- Long and short term disability
- 401k
- Flex spending account
- Paid sick and personal days, along with school holidays
- Supervision for those pursuing BACB Certification as BCaBA, BCBA, and/or RBT

Contact Information

- Please send cover letter and resume to Amy Metaxa at ametaxa@paxtoncampus.org.