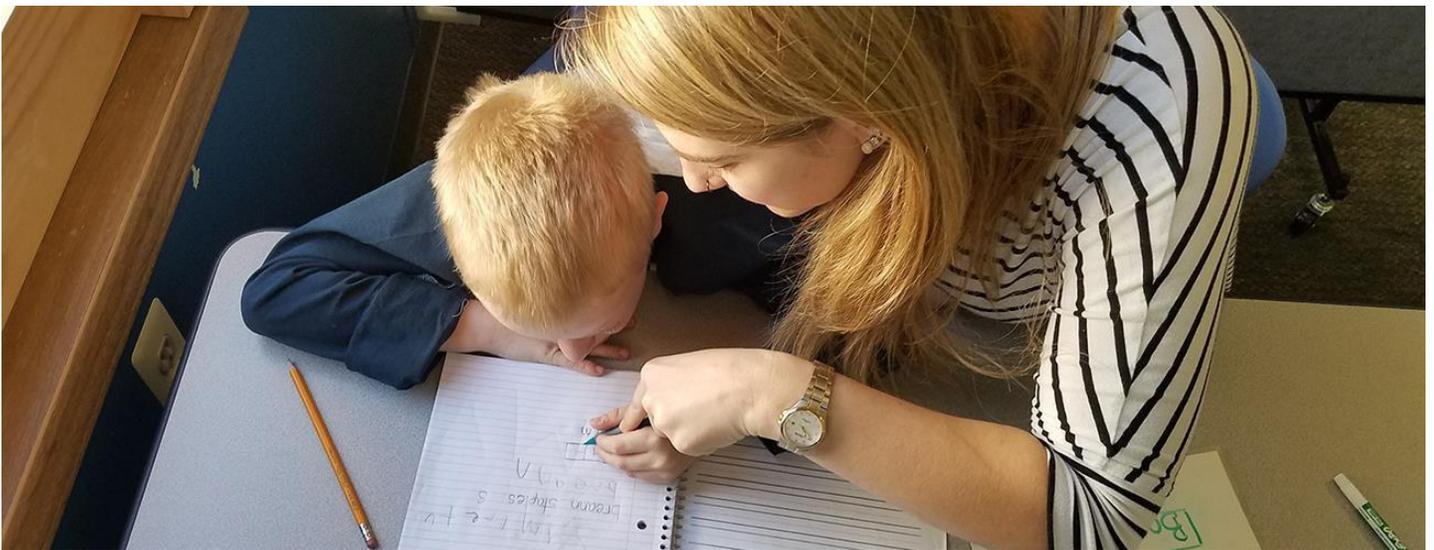




Director of Education  
James C. Hormel School  
Charlottesville, Virginia



*Dedicated to helping people overcome the challenges of autism through innovative, evidence-based programs in education, outreach and adult services.*

# Mission and Programs

For over 20 years, the Virginia Institute of Autism has been one of the premier institutions in the country dedicated to providing effective, evidence-based services to people living with autism. With the core values of education, compassion, effectiveness, and innovation, VIA creates pioneering programs that offer best-in-class models for how services can more effectively and efficiently help people with autism and their families – “across the spectrum, and across the lifespan.”



VIA operates three core programs: 1) The James C. Hormel School is a full-time, year-round day school serving students whose educational needs cannot be met by their public school system. 2) Outpatient Behavioral Services provides intensive behavioral therapies, early intervention, and parent, teacher, and caregiver training in clinic, in home, and in school settings. 3) Adult Academy is a day program providing volunteering, life skills, health and wellness, and community engagement opportunities for adult clients across the spectrum.

VIA supplements its core programs with a range of services dedicated to meeting the needs of families challenged by autism. The Strengthening Families Initiatives offer a selection of parent training opportunities to bolster the skills and resilience of parents and caregivers. VIable Ventures is a pioneering social impact program that develops small businesses specifically tailored to provide gainful employment for adults with autism.

VIA is a member of the Council of Autism Service Providers (CASP) and is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), which has called VIA’s staff training program “a gold standard for the field.” The James C. Hormel School is licensed by the Virginia Association of Independent Specialized Education Facilities (VAISEF).

The success of VIA’s treatment model is clear from the organization’s impressive growth. VIA opened its doors in 1996 with four students and two employees, and today has grown to over 140 professionals who serve over 170 individuals and families every week. VIA’s annual budget is approximately \$10M.

## James C. Hormel School

The James C. Hormel School is a year-round day-school serving students on the autism spectrum between ages 2 and 22. The school’s comprehensive, state-of-the-art education and clinical programs are designed to meet students’ educational needs as well as providing supplementary services and opportunities. Students are supported by a faculty of experts who come from a variety of disciplinary backgrounds, such as applied behavior analysis and early childhood special education. A team of speech language pathologists provides individualized therapeutic programs addressing communications challenges.

The school supplements classroom instruction with a range of professional services and programming. A licensed clinical social worker supports families in accessing services and coordinating complex care needs. A school nurse provides student health services and administers prescription medications. School programming includes an extensive life-skills curriculum, which includes regular experiences in the community for many students (e.g., shopping, restaurants, and leisure activities). An internship program provides students 14 years and up with real-world job experience placements with area businesses.

The school is currently structured to serve approximately 60 students, with long-range planning underway for a substantial expansion of school census in coming years.

The organizational structure of the James C. Hormel School reflects VIA's commitment to evidence-based practices and exemplary clinical services. Each of the classrooms provides a 1-to-1 ratio of registered behavior technicians, a licensed special education teacher, and a licensed behavior analyst. Three clinical directors oversee implementation of best practices across classrooms, including data collection and behavior management strategies. A quality improvement manager oversees on-going staff training and development programs across the organization.

## Leadership and Clinical Expertise

### President, Dr. Ethan Long

Ethan Long, PhD, BCBA-D, LBA is responsible for strategic direction and for leadership and management of all programs and activities at VIA. In his eight years leading the organization, VIA has grown to reach five times as many families and provides services to a dozen additional school districts and localities across central Virginia. As a leader who is deeply engaged with all VIA stakeholders, Ethan reinforces VIA's reputation as a best-in-service institution to families, strategic partners, and the wider community of central Virginia. Ethan holds a Ph.D. in child clinical psychology. He completed a pre-doctoral internship and post-doctoral fellowship at the Kennedy Krieger Institute and at the Johns Hopkins University School of Medicine.



### Director of Clinical Services, Dr. Einar Ingvarsson

Einar Ingvarsson, PhD, BCBA-D, LBA directs the integration of leading-edge research and best-practices service delivery across the organization. Einar received his PhD in behavioral psychology from the University of Kansas and completed a post-doctoral fellowship in Pediatrics/Behavioral Psychology at the Kennedy Krieger Institute and the Johns Hopkins University School of Medicine. In his previous appointment at the University of North Texas, he served as both Research Scientist in the Department of Behavioral Analysis and Program Director in Autism Services at the Child Study Center. He serves on the editorial boards of numerous professional journals, including the prestigious Journal of Applied Behavior Analysis.



### Strategic Collaborations

VIA enjoys close collaborative relationships with other organizations across the service area. James C. Hormel School staff work closely with public school partners to coordinate education planning and service delivery. Outpatient Behavioral Services provides public schools with school readiness programs and Registered Behavior Technicians and Virginia-licensed Behavior Analysts to support and develop model special education classrooms.

Faculty from the UVA Department of Developmental Pediatrics and from the UVA Curry School of Education serve on VIA's Board of Directors, as well as Community and Professional Advisory Boards. Drs. Long and Ingvarsson have faculty appointments at UVA Curry. VIA is an active front-line services collaborator in UVA autism initiatives, including internships and post-doctoral fellowships, research studies, and development of a training program for behavior analysts.

# The Opportunity

The Director of Education serves as a visionary leader for the James C. Hormel School, a model program dedicated to helping students overcome the challenges of autism. The school is committed to employing applied behavior analytic clinical and educational methods to create meaningful outcomes for students, families, and collaborating school districts. This position offers a unique opportunity to provide educational leadership, management, and supervisory skills to guide day-to-day school operations. The Director of Education will also form part of an executive leadership team committed to creating systemic change for all people with autism in Virginia. The Director of Education is expected to promote a school culture that is committed to data driven decision-making, accountability, conflict resolution, and team building to meet the unique needs of each student and family. The Director of Education will develop strong relationships with local education agencies to identify entrepreneurial opportunities to address the complex and dynamic needs of public schools serving students with autism. This position reports to the president.

## Job Responsibilities

### ❖ Manage daily operations at the James C. Hormel School

- Manage, evaluate, and supervise effective procedures for the operation of the school consistent with VIA's commitment to ABA philosophy, VIA's mission and values, and the strategic goals of the organization. This includes managing and supervising procedures for instructional programs, community engagement activities, ensuring a safe and orderly environment, building maintenance, program evaluation, personnel management, office operations, and risk management/emergency procedures.
- Manage, evaluate, and supervise school staff and implement effective procedures for hiring, training, and ongoing performance evaluations.
- Ensure compliance with all Virginia laws, regulations, and licensing and regulatory agencies' best practice policies.

### ❖ Create and maintain a process for continuous quality improvement at the James C. Hormel School to achieve a culture of excellence

- Develop, manage, and evaluate the design and implementation of developmentally appropriate and culturally competent curriculum, assessments, therapeutic methods, and instructional technologies.
- Develop, manage, and evaluate systems to ensure the achievement of student IEP goals and related progress measures.
- Develop, manage, and evaluate systems to ensure staff proficiency in implementing effective ABA-based educational and clinical methods.
- Develop, manage, and evaluate feedback systems for on-going communication with staff, parents, and stakeholders to ensure satisfaction and continuous service improvement.

### ❖ Meet financial goals for the James C. Hormel School

- Oversee recruitment, admissions, and monitoring of day-to-day student census and billable services (i.e., SLP services, OT services, etc.) to ensure budget projections are met and any variances are reported and addressed in a timely manner.
- In collaboration with executive leadership, develop and manage the annual budget for the James C. Hormel School.

- ❖ **Advance collaborative and productive relationships with strategic educational partners**
  - Ensure regular communication with local education agency stakeholders in order to develop, pilot, and scale programs designed to address their needs.
  - Facilitate and support on-going partnerships with institutions of higher education that result in training opportunities, applied research projects, and additional opportunities for service collaboration.
  
- ❖ **Serve as an active member of VIA's executive leadership team**
  - Assist with defining the mission, vision, and strategic plan for VIA in an effort to develop evidence-based services across the autism spectrum, across the lifespan, and across Virginia.
  - Champion special projects as requested.

## The Candidate

- ❖ **Background**
  - Minimum master's degree in special education, behavior analysis, or related field required; Ph.D. or Ed.D. preferred.
  - Minimum 3 years of experience serving in a leadership role in an educational setting.
  - Significant experience with staff management, supervision, and mentoring resulting in improved outcomes.
  - Ability to lead by example to develop a culture of excellence.
  - Demonstrated commitment to ABA philosophy, principles, and procedures; willingness to continue to develop ABA expertise.
  
- ❖ **Skills and Experience**
  - Demonstrated ability to successfully monitor and motivate a team to increase performance levels.
  - Experience in establishing strong relationships with staff, stakeholders, and leadership team.
  - Working knowledge of educational leadership best practices.
  - Ability to effectively utilize data-driven systems.
  
- ❖ **Personal Characteristics and Work Style**
  - Commitment to excellence consistent with VIA's best-in-class approach to program development and implementation.
  - Sincere passion for and understanding of VIA's mission and commitment to those living with autism spectrum disorder; ability to be a compelling ambassador for the organization's values.
  - Collaborative and engaging communication style in working with people of many backgrounds, including students, families, teachers, researchers, leaders, staff, and volunteers.
  - Ability to balance multiple priorities.

To Apply



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Questions, résumés, and CVs should be sent  
to [cnelson@viaschool.org](mailto:cnelson@viaschool.org)

The Virginia Institute of Autism is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.