



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/21/2023

Supervisor, School Administration

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary Education, Middle School Education, High School Education, Athletics and Activities, and School Administration.

Job Overview

The Supervisor of School Administration works within the Office of School Administration (OSA) and provides leadership on a range of issues associated with student discipline, including best practices in investigating and responding to violations of the LCPS Student Rights and Responsibilities; transition processes for students reassigned by OSA to LCPS schools and programs; the accurate reporting of student discipline data to the Virginia Department of Education, the Office of Civil Rights, and other stakeholders; and the provision of related staff development to school-based administrators and other employee groups.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Advises school-based administrators on how to investigate, respond to, and document student misconduct
- Collaborates to provide professional development and related resources to school-based administrators and other employee groups regarding topics related to student discipline
- Ensures accuracy in the documentation of persistently dangerous offenses and any offense referred to and decided by OSA; creates and distributes related data reports to Level Offices and other parties; serves as OSA's primary point of contact for student discipline-related reporting, including the Student Behavior and Response (SBAR) Collection and relevant portions of the Civil Rights Data Collection (CRDC)
- Ensures transition processes for students reassigned by OSA to other LCPS schools and programs are conducted in compliance with applicable LCPS policies and regulations
- Oversees, conducts, and documents Student Disciplinary Record Reviews
- Reviews student disciplinary referrals and recommendations to OSA for accuracy and completeness; provides feedback to school-based administrators; and secures requisite documentation as necessary
- Collaborates with other LCPS offices and departments to support students reassigned to alternative education settings
- Collaborates with other LCPS offices and departments to support and improve practices and programs related to student discipline

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree

Experience

Three (3) years of experience in supervision and school administration, with a minimum of two years as an assistant principal or higher.

Licenses and Certifications

Postgraduate Professional License with an endorsement in School Administration

Knowledge, Skills and Abilities

- Knowledge of Loudoun County Public Schools, including its organization, student body, policies, regulations, and practices
- Knowledge of policies and regulations related to student behavior and conduct
- Knowledge of student discipline documentation and reporting, including via a divisionwide student information system
- Ability to create and provide staff development
- Ability to effectively utilize a database, audit data for completeness and accuracy, and create various reports
- Ability to communicate effectively, both orally and in writing
- Ability to maintain confidentiality
- Excellent administrative and human relations skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.