Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 9/11/2026

Specialist, Homebound Instruction

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Student Services
Primary Location: Administration Building

Department Overview
The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview
The Homebound Specialist promotes students' academic and social emotional success and enhances the overall academic mission of Loudoun County Public Schools by providing Homebound consultation and support services to Homebound students and their families. The Specialist enrolls, monitors and collaborates with Homebound students and school personnel regarding Homebound student virtual course activity.

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.

- Collaborates with community physicians and psychiatrists to determine the appropriateness of Homebound referrals
- Serves as an LCPS Homebound representative for students with extensive medical and/or complex mental health needs during transition planning meetings
- Assists school Homebound contacts in matching Homebound instructors with Homebound students based on individualized student needs (geographic location, etc.)
- Supports and facilitates the development of additional trainings to school personnel who request assistance in implementing or refining Homebound prevention strategies and student transition meetings
- Supports and facilitates the development of trainings to school personnel, parents, healthcare provider and appropriate community stakeholders on supporting the complex educational and socio-emotional needs of the chronically ill Homebound students
- Supports and facilitates the development of trainings for school personnel on the available technology to create an inclusive remote learning environment for Homebound students
- Assists in the recruitment of Virginia Licensed Homebound Instructors

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 successful experience in either or combination of education, social work, nursing, and psychology

Licenses and Certifications
Holds or eligible for post-graduate professional license or Pupil Personnel license; endorsement in social work, psychology, or related field

Knowledge, Skills and Abilities
- Possesses professional qualities and personal characteristic necessary to work effectively with adolescents, parents, and internal and external stakeholders
- Possesses good organization, human relations, and communications 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.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these

employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.