Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Specialist, Sustainability

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Administration
Primary Location: Support Services – Sycolin Road

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
The Sustainability Specialist helps support the implementation of Loudoun County Public Schools (LCPS) sustainability goals. This position directly supports students, educators, and LCPS operations and administration by facilitating division-wide sustainability programs, collaboratively developing educational resources, and fostering a culture of conservation and environmental literacy. The role requires a deep understanding of sustainability concepts as well as experience engaging and educating a diverse mix of stakeholders to influence behavior change. This position is essential for executing the strategic efforts outlined in the LCPS Sustainability Framework, the LCPS Strategic Plan, and the 2020 School Board Resolution on Action for Climate Change.

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.

- Design and facilitate cross-departmental, collaborative campaigns that integrate sustainability and sustainable practices into LCPS operations
- Develop, facilitate, and/or coordinate opportunities for LCPS students, staff, administrators, and communities to learn about sustainability and explore sustainable practices
- Contribute to the development of curriculum, enrichment activities, and other learning resources that promote environmental literacy and connect student learning with sustainable practices
- Collaboratively develop, support, and/or promote opportunities to engage LCPS stakeholders in outdoor learning and environmental education
- Regularly monitor, evaluate, and report on sustainability goals, targets, and related data
- Synthesize and communicate research, best practices, and lessons learned regarding sustainability and environmental stewardship for K-12 education
- Collect, produce, and share stories of sustainability in action across LCPS

- Coordinate, train, and celebrate programs such as the LCPS Green Teams at elementary, middle & high school levels
- Serve as a sustainability advocate, partner, and resource for all LCPS schools and departments
- Foster effective working relationships with community members, external organizations, and other partners to enrich, reinforce, and expand the impact of school/division sustainability goals and programs

Qualifications

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

Education

Bachelor's Degree

Experience

At least five (5) years of experience in a field relevant to K-12 education, environmental science, environmental education, and/or sustainability

Demonstrated experience in designing, implementing, and evaluating programs

Demonstrated experience engaging and educating a diverse mix of stakeholders to influence behavior and/or culture change within an organization, group, or community

Licenses and Certifications

Knowledge, Skills and Abilities

- Deep understanding of sustainability concepts and challenges
- Excellent written, verbal and digital/virtual communication skills
- Ability to establish and maintain effective collaborative partnerships with students, educators, administrators and community members
- Willingness to try new ideas, learn from experiences and allow lessons learned to inform future planning and implementation
- Desire to serve as an active member of a small and highly collaborative team
- Ability to manage multiple tasks and priorities simultaneously
- Ability to bring program impact and accomplishments to life through storytelling
- Desire to celebrate, encourage and inspire one another - and our shared mission

Physical Requirements

The following provides an overview of typical physical requirements and environmental hazards for this job:

	Occasional
Traverse uneven ground & trails	X

	Occasional
Work outside with students & educators in different weather conditions	X

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 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.