# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 1/6/2025

## Facilitator, Secondary ELA

Pay Scale: A
Level: N/A
FLSA Status: Exempt
Job Family: Instruction
Primary Location: School-Based

**Department Overview**
The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Supports.

**Job Overview**
The Secondary ELA Facilitator provides specific targeted support related to the English and Secondary Reading program or student need at the school level.

**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.*

- Teaches, models, facilitates and builds teacher capacity to utilize research-based best practices within the school's instructional program to support student learning
- Assists teachers with the collection and analysis of data results
- Collaborates with key staff to provide professional development and best practices in integrating reading, writing, and vocabulary development across the curriculum and across county-wide initiatives
- Meets regularly with collaborative learning teams and the principal to support instructional practices and progress while also planning for "next steps" of student and school improvement
- Provides support and professional development with county-wide initiatives, to include evidence-based strategies and the science of reading
- Employs effective coaching strategies based on research and best practice

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

**Education**
Bachelor's Degree

**Experience**
Demonstrated successful teaching experience for at least three (3) years

**Licenses and Certifications**
Holds or is eligible for a Virginia Collegiate Professional License with an endorsement as a Reading Specialist

**Knowledge, Skills and Abilities**

- Demonstrated interpersonal and leadership skills necessary for building strong rapport and relationships with teachers and administrators
- Excellent oral and written communication skills
- Uses a team approach and collaboration to accomplish tasks and promote collaboration to improve instruction and student learning

**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.