Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 9/17/2025

Specialist, Mathematics

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

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; Academic Programs; English Learners; and Professional Learning and School Support.

Job Overview
The Math Specialist, in cooperation with the Mathematics Supervisor, is responsible for the organization, operation and coordination of math curriculum and instruction in Loudoun County Public Schools. In accordance with these responsibilities, the Math Specialist assists in the planning, development, implementation and assessment of the math programs in all Loudoun County Public Schools in Kindergarten through Grade 12.

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

- Evaluates the effectiveness of the Math instructional program; identifies areas of need and develops plans to meet these needs; ensures that the Loudoun County Math program is consistent with and follows the guidelines established by the Virginia Department of Education
- Plans, advises, and facilitates professional learning for the purpose of improving outcomes for students
- Collaborates with school-based teams to conduct learning walks and provide functional and technical assistance for teachers on mathematics resources and instruction
- Directs or assists in coordinating special projects and initiatives in Math
- Works with other central office departments, including MTSS, Special Education, English Learners, Gifted, School Improvement, and Professional Growth and Innovation, to provide coordinated instructional services
- Supports Math Resource Teachers and School-Based Math Support Positions through coaching, professional learning, and collaborative planning to strengthen and align instructional and intervention practices
- Assists with the selection, purchase, and distribution of mathematics materials and equipment; maintains inventories; responds to requests from school personnel for information and materials
- Assists in the preparation of the annual budget of the Division; assists in the preparation of reports, attends School Board Meetings, and serves on committees as requested by the Director of Teaching and Learning, K-12 and Math Supervisor
- Carries out related assignments, as determined by the Assistant Superintendent for Teaching and Learning and Director of Teaching and Learning, K-12 to support professional learning in the design and delivery of authentic learning for students

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

Education
Master's Degree

Experience
Five (5) years successful teaching experience in Mathematics at the Elementary or Secondary level

Licenses and Certifications
Holds or is eligible for a Virginia Postgraduate Professional License with an endorsement in Math or Elementary Education PreK-6

Knowledge, Skills and Abilities
- Demonstrated leadership in the field of Mathematics
- Excellent leadership, management, communication, and interpersonal skills required

Physical Requirements
The following provides a brief description of physical requirements for this position:

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 degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, 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.