# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 9/8/2026

## Specialist, Performing Arts

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; Career and Technical Education; English Learners; and Professional Growth and Innovation.

**Job Overview**
The Performing Arts Specialist works collaboratively with Division personnel, supervisors, specialists, and administrators to provide support in the organization, implementation and coordination of the Performing Arts Program in Loudoun County Public Schools. Performing Arts encompasses the Music and Theatre Programs in LCPS. The Performing Arts Specialist will provide leadership in performing arts curriculum planning, development, revision and evaluation for K-12 programs.

**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:*

- Provides guidance and leadership on matters specifically related to performing arts instruction for central office administrative personnel, teachers, parents, community members and other key stakeholders
- Consults and works with the Supervisor of Visual and Performing Arts and the Director for Teaching and Learning, K-12 to coordinate and supervise curriculum development in the performing arts discipline to ensure alignment to division and department strategic priorities; review, revise, and advise on facility specifications, renovations and construction; review, revise, and advise on the equipment specifications and purchases; plan for and facilitate safety trainings for theatre and other performance spaces in schools
- Designs professional development opportunities that enhance the role of teachers as leaders in the performing arts; collaborate with other department members to plan and implement professional learning in the areas of Music and/or Theatre
- Provides leadership and coordination for division-wide performing arts programs, co-curricular and extracurricular activities, including the development, implementation, and alignment of associated processes, procedures, regulations, and division policies
- Works with the Supervisor of Visual and Performing Arts to identify needed program supports, develop and administer annual operating and school-based programs centrally managed budgets; maintains a budget to support curriculum development and professional growth for teachers and administrators; serves on committees as requested by the Supervisor of Visual and Performing Arts 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 that lead to deeper learning

**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 Music and/or Theater

**Licenses and Certifications**
Holds or is eligible for a Virginia Postgraduate Professional License with an endorsement in one or more areas of Fine Arts (Music or Theatre Arts)

**Knowledge, Skills and Abilities**
- Demonstrated leadership in the field of Performing Arts
- 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.