Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 8/31/2026

Paralegal and FOIA Specialist

Pay Scale: B
Level: 13
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview

The Office of Division Counsel provides legal, procedural, and technical guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, ensure compliance with School Board policies and applicable state and federal laws, and advises the Division as it works to meet the needs of students, parents, families, employees, and community members.

Job Overview

The Paralegal and FOIA Specialist provides technical, legal, and operational support to the Office of Division Counsel in responding to records requests, including requests under the Virginia Freedom of Information Act (VFOIA) and the Family Educational Rights and Privacy Act (FERPA), as well as subpoenas duces tecum; maintaining records; and managing cases. The position conducts basic legal research, drafts correspondence, and performs a variety of administrative tasks to support the Office of Division Counsel. Additionally, the position plays an active role in managing VFOIA requests, serving as the Division's Deputy FOIA Officer, and acting as the FOIA Officer in the FOIA Officer's absence.

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.

- Coordinates and manages responses to VFOIA requests, subpoenas duces tecum, witness subpoenas, and FERPA requests by identifying, gathering, compiling, analyzing, reviewing, redacting, and producing responsive records in accordance with applicable laws, regulations, policies, and statutory deadlines.
- Exercises judgment and discretion in the redaction, evaluation, preparation, and disclosure of public records, ensuring appropriate protection and disclosure of information under VFOIA and FERPA.
- Applies knowledge of VFOIA to ensure that all requests are handled in accordance with applicable laws, policies, and regulations; works under the supervision of the FOIA Officer; and collaborates with attorneys in the LCPS Office of Division Counsel to ensure legal compliance with VFOIA.
- Develops project scope, as appropriate, including determining the format in which records are requested and identifying offices/custodians with potentially responsive records.
- Assesses whether the request requires referral to another internal office, school, or department and ensures appropriate consultation, when necessary.

- Serves as a resource to LCPS staff regarding their responsibilities under VFOIA and FERPA and in responding to subpoenas.
- Initiates and ensures completion of requests with internal stakeholders and subject matter experts to locate responsive records for VFOIA requests, FERPA requests, and subpoenas duces tecum; communicates search parameters for specialized information technology document collection methods.
- Coordinates the reformulations of requests, as appropriate, and supports the reviews and redaction of responsive records.
- Gathers, writes, and edits material for public records responses.
- Keeps key stakeholders informed of VFOIA and FERPA requests, and the status of subpoenas duces tecum.
- Keeps current of recent developments in the field of government records and VFOIA, including relevant court decisions and VFOIA Advisory Council opinions.
- May testify on behalf of LCPS regarding VFOIA cases and works closely with attorneys in the LCPS Office of Division Counsel to assist in VFOIA litigation.
- Collaborates with the Division's FOIA Officer to develop internal processes and procedures for the administration of VFOIA, FERPA, and subpoena matters, including assessing the quality, effectiveness, and compliance of the Division's practices with applicable laws, regulations, and written procedures.
- Assumes the duties and responsibilities of the Division's FOIA Officer in their absence, to include communicating with requesters.
- Maintains records of tracked collection methods, fees, and payments; prepares annual VFOIA reports; and prepares other reports, as requested; and assists with fee estimates and communicates with requesters.
- Provides legal and litigation support, including assisting with litigation holds; collecting, reviewing, redacting and producing records for litigation and other legal matters; preparing legal documents and correspondence; and conducting legal research and database searches to identify relevant laws, regulations, and court decisions.
- Maintains working knowledge of the rules and procedures of state and federal administrative agencies.
- Reviews and researches legal publications and performs database searches to identify laws, regulations, and court decisions relevant to pending matters.
- Prepares legal materials for School Board meetings and maintains strict confidentiality.

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience may be considered.

Education

Bachelor's Degree

Experience

- Five years of experience working as a paralegal, legal assistant, or in a comparable legal support role.
- Five years of experience in project management.
- One year of specialized experience with open records laws and the technical and administrative responsibilities associated with the Virginia Freedom of Information Act (VFOIA) or similar statutes, including providing guidance on records practices and procedures; developing procedures in response to legislative changes; and processing complex public-records requests.

Licenses and Certifications

NA

Knowledge, Skills and Abilities

- Working knowledge of the basic principles and requirements of FERPA, VFOIA, subpoenas, and court orders.
- Thorough knowledge of modern office terminology, procedures, software, and equipment.
- Thorough knowledge of ethical obligations of attorneys and requirements governing the confidentiality of legal and student records.
- Familiarity with legal software related technology.
- Ability to conduct legal research using web-based legal search services, such as LexisNexis or Westlaw.
- Familiarity with local, state, and federal courts, and administrative agencies.
- Ability to communicate effectively with Division staff, public officials, attorneys, requestors, and other stakeholders with courtesy, professionalism, tact, and diplomacy, particularly regarding the disclosure of information under VFOIA.
- Knowledge of policies, procedures, and regulations related to public access to public records.
- Ability to maintain complex legal and administrative records and prepare accurate reports from such records.
- Ability to exercise sound judgment and discretion in making decisions consistent with applicable laws, regulations, policies, and established procedures, particularly when handling confidential, sensitive, and legally protected information.
- Ability to work independently with minimal supervision and to assume a leadership role when required.
- Ability to understand and follow complex written and oral directions.
- Ability to lead and work collaboratively with other support/clerical staff.
- Proficiency in Microsoft Office Suite and the ability to learn and effectively use specialized records-management and document-review software.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work effectively under pressure and meet deadline requirements.
- Ability to establish and maintain effective working relationships with employees at all levels of organization.
- Excellent oral and written communication skills
- Demonstrates a growth mindset.

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 required to communicate verbally and exchange information with others. The employee must be able to convey detailed or important instructions accurately and effectively. The employee must possess the cognitive abilities necessary to learn, recall, interpret, and apply relevant practices, policies, laws, and procedures. The employee may occasionally be required to exert up to 25 pounds of force and exert negligible amounts of force 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 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 or ethnic 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 possess the necessary education, skills, and experience for the position and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure

The following guidelines apply to positions identified as having the potential for remote work.

Remote work is defined as completing assigned duties and responsibilities at a location other than the employee's assigned duty location. To be eligible for remote work privileges, an employee must demonstrate consistent, positive performance and receive the support and approval of their direct supervisor. Employees approved for remote work must have reliable high-speed internet access and a designated workspace that provides appropriate privacy for completing sensitive and confidential work.

Non-exempt employees working remotely must adhere to their regular scheduled hours and obtain prior approval from their supervisor before working more than eight hours in a day or more than 40 hours in a workweek. Remote work privileges may be amended, modified, or revoked based on employee performance or the operational needs of Loudoun County Public Schools.