Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Content Specialist, Global Education

Pay Scale: A
Level: N/A
FLSA Status: Exempt
Job Family: Instruction
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 Content Specialist, Global Education, expands students' opportunities to engage in authentic global learning experiences that prepare them for active participation in an interconnected world. The position exists to support the new Academy of Global and Linguistic Studies and all schools by coordinating partnerships with business, government, and international organizations, integrating global perspectives into the curriculum, managing major events such as the Loudoun International Summit, and ensuring all international field trips and exchanges comply with relevant policies, regulations, and standard operating procedures. By blending curriculum expertise, partnership development, program coordination, and compliance oversight, this role advances the department's mission to provide innovative, real-world learning that equips students with the knowledge, skills, and perspectives needed to thrive in a global society.

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.

- Develop and maintain partnerships with business, government, and international organizations to provide students with authentic global learning opportunities and real-world experiences
- Collaborate with the Academy of Global and Linguistic Studies and school leaders to strengthen programming and align global education initiatives with division priorities
- Ensure all international field trips, exchanges, and global programs comply with relevant policies, regulations, and SOPs
- Support the implementation of internationally-focused events like the Loudoun International Summit by managing logistics, contracts, agreements, ordering, and collaboration with school-based sponsors to ensure a successful event
- Provide professional learning and support for teachers and schools to embed global perspectives into curriculum and instruction
- Integrate global education topics into Social Science and Global Studies courses and identify cross-curricular opportunities in other content areas to embed global competencies

Qualifications

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

Education

Bachelor's Degree

Experience

Five (5) years of experience as a teacher or administrator

Licenses and Certifications

Holds or is eligible for a Virginia Collegiate Professional License with an endorsement in Social Sciences, History, Political Science, a world language, or a related content area

Knowledge, Skills and Abilities

- Knowledge of global education concepts, Social Science and Global Studies curriculum, and strategies for integrating global competencies into instruction
- Skill in developing and maintaining partnerships with business, government, and community organizations to support student learning
- Ability to coordinate large-scale events, including logistics, contracts, and collaboration with multiple stakeholders
- Ability to collaborate effectively with teachers, administrators, and central office staff to advance division priorities
- Ability to communicate clearly and professionally in both oral and written forms with diverse audiences

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. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently 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 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.