



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/13/2026

Teacher, Special Education (Cross Category)

Pay Scale: A

Level: N/A

FLSA Status: Exempt

Job Family: Teaching

Primary Location: School-Based

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

Under general supervision of a principal and/or other designated administrator, plans and implements an instructional program and provides related educational services for students. Carries out a variety of student monitoring and controls activities; performs related duties as required or assigned. Classes taught may be single or multi-grade level, subject, skill or specialty oriented. Incumbents usually perform duties within a team or departmental setting, but may work independently in a unique teaching specialty. Some positions are assigned to science labs or industrial arts/technology or other education labs where greater than average monitoring is required in order to diminish the chance of accidental injury to students.

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.

- Continually assess student achievement and maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes
- Plan and implement appropriate instructional and/or learning strategies and activities, including determination of appropriate kind and level of materials, provide appropriate learning experiences, manage allotted learning time to maximize student achievement, and utilize a variety of instructional materials and available multi-media and computer technology to enhance learning
- Manage the behavior of learners in an instructional setting to ensure that the environment is conducive to the learning process, and assist and participate in management of student behavior in other parts of the school, center, school grounds, or work site
- Coordinate instructional activities with other professional staff, both school and nonschool-based, as required, to maximize learning opportunities
- Participate in in-service and professional development activities and staff meetings, as required or assigned
- Continually communicate with students on instructional expectations to keep them informed of their progress in meeting those expectations
- Communicate with parents through conferences and other means

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- Collaborate with other professionals (guidance counselors, librarians, etc.) to carry out schoolwide instructional or related activities as needed

Qualifications

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

Education

Bachelor's Degree from an accredited University or College

Experience

Licenses and Certifications

Holds or eligible for a Virginia teaching license with an endorsement in Special Education

Knowledge, Skills and Abilities

- Knowledge of content, curriculum, methods, materials, and equipment of instructional specialty(ies) to which assigned
- Knowledge of pre-adolescent and adolescent growth and development
- Knowledge of Loudoun County Public Schools (LCPS) curriculum related to assignments and School Division mission, goals, and organization; ability to apply knowledge of current research and theory to instructional programs
- Skill in the use of multi-media and computer technology to enhance learning; ability to plan and implement lessons based on Division and school objectives and the needs and abilities of students to whom assigned
- Ability to establish and maintain effective relationships with students, peers, administrators, and parents; skill in oral and written communications; excellent human relations skills

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 a 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 accommodation.