Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Coordinator, HRTD (Mentoring and Coaching)

Pay Scale: B
Level: 18
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Mentoring and Coaching Coordinator plays a vital administrative role in designing, implementing, and managing comprehensive mentoring programs that promote professional growth and retention for staff across the division. This position leads targeted professional learning experiences and monitors their effectiveness to ensure alignment with instructional goals. The Coordinator facilitates job-embedded development, manages mentor-mentee assignments, and collaborates with division and school leaders to support a responsive and sustainable mentoring system. Through strategic collaboration and data-informed decision-making, the Coordinator advances employee effectiveness and contributes to long-term workforce development.

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.

- Coordinate and lead the division's Beginning Teacher Cohort Program, including hiring and developing Beginning Teacher Coaches, facilitating high-impact professional learning, and overseeing the design, implementation, and evaluation of curriculum and program components that support instructional excellence and sustained participant growth
- Supports and provides targeted feedback throughout the evaluation process, working under the direct oversight of the Mentoring and Coaching Supervisor to strengthen coaching practices
- Creates and facilitates ongoing, job-embedded professional learning for Mentor Coaches, providing mentorship and coaching to strengthen their effectiveness, and foster a culture of continuous improvement and reflective practice
- Develops and facilitates professional development for the quarterly Lead Mentor Meetings and monthly Beginning Teacher Coach Meetings
- Designs and delivers professional sessions to support the growth of mentors and lead mentors, ensuring alignment with district goals and instructional priorities
- Manages and coordinates the mentor-protégé pairing process for licensed staff, collaborating with district and school leaders, lead mentors, and other stakeholders to ensure timely and effective mentor assignments

- Serves as a primary point-of-contact for questions, issues, and logistical needs regarding mentor and lead mentor assignments for licensed employees
- Maintains and updates mentor program resources, applications, and district websites, to ensure accessibility and relevance
- Collects and analyzes mentoring and coaching data to inform leadership decision-making and guide enhancements to program design and implementation
- Coordinates cohort models designed to support educators entering the profession through alternative routes to licensure, monitoring program effectiveness, and collaborating with stakeholders to ensure alignment with instructional standards
- Plays a key role in the development of a comprehensive mentoring program that supports the professional growth and engagement of non-instructional employees, collaborating across departments to ensure inclusivity, sustainability, and alignment with organizational priorities

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 successful teaching experience

Licenses and Certifications
Holds or is eligible for a Virginia Collegiate Professional License

Knowledge, Skills and Abilities

- Experience developing and providing professional workshops
- Demonstrated interpersonal and leadership skills for working effectively with colleagues, administrators, and students
- Demonstrated experience in problem-solving, customer relationships and partnerships, and project management
- Demonstrated skills in analyzing and using data for instructional decision-making
- Demonstrated a commitment to personal, professional growth and learning
- Strong written and verbal communication skills
- Superior skills in materials organization and management and strong attention to detail
- Experience and proficiency with Microsoft Office products

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 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.

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.