



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 5/1/2024

Supervisor, School Improvement

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building

Department Overview

The Department of Academics works to design, support, and monitor the educational vision and mission of Loudoun County Public Schools (LCPS) as articulated in the One LCPS Strategic Plan. The Department of Academics is comprised of the Department of Teaching and Learning, the Department of Student Services, and the Division of Research, Assessment, and School Improvement. Within these departments, curriculum, assessments, and instructional strategies are designed and developed for the 82,000+ students of LCPS.

Job Overview

The position of Supervisor, School Improvement is responsible for the organization, operation, management, and supervision of school improvement initiatives within Loudoun County Public Schools. This position is responsible for generating and maintaining federal, state, and local compliance and collaborating with federal, state, and local officials to ensure program implementation.

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:

- Develop, implement and monitor the LCPS continuous school improvement efforts for all schools, programs and charter schools
- Coordinate the VDOE imposed improvement efforts for schools not meeting federal or state accountability requirements
- Manage accounts, provide professional development, and troubleshoot assessment and digital content providers
- Provide professional development to school leadership teams to support ongoing school improvement aligned to state expectations and district initiatives
- Support Title I schools with the development and implementation of their schoolwide plans
- Administer the Every Student Succeeds Act (ESSA) Federal Programs on behalf of Loudoun County Public Schools and Virginia Department of Education (VDOE)
- Generate and maintain federal, state and local compliance, fiscal and reporting documents for Title I, Part A; Title I, Part D; Title II, Part A; and Title IV as identified in monitoring protocols

Qualifications

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

Education

Master's Degree and a Postgraduate Professional License with an endorsement in a core content area

Experience

Five (5) years of progressive overall education experience in teaching, supervision, administration

Licenses and Certifications**Knowledge, Skills and Abilities**

- Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws
- Knowledge of what constitutes effective teaching and learning for students
- Knowledge and experience with federal programs
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers

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 an accommodation.