



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/24/2023

Welcome Center Lead Screener

Pay Scale: B

Level: 10

FLSA Status: Non-Exempt

Job Family: Central Office Support

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; English Learner & Preschool Programs; and Professional Learning and School Supports.

Job Overview

The Welcome Center Lead Screener assists the Welcome Center Assessor in ensuring the consistency and fidelity of all K-12 English Learner initial testing for possible student placement in the English Learner (EL) program, and all other assessments administered by the Welcome Center. This includes both administering and supporting the administration of all Welcome Center assessments, as well as scoring, paperwork, and data entry. The Lead Screener is also responsible for maintaining the Screener availability calendar and supporting ongoing Screener professional development. All aspects of the work are subject to detailed and specific procedures according to state and federal guidance.

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.

- Remain abreast of Welcome Center and EL Department policies and practices to serve as a resource for Welcome Center Screeners, and school-based staff
- Administer and score the VA state-approved EL eligibility assessments, as well as all other assessments administered by the Welcome Center
- Assist with inputting data into and obtaining reports from electronic databases
- Maintain the Welcome Center Screener Availability Calendar and schedule Welcome Center Screeners, in collaboration with the Welcome Center Assessor
- Maintain Welcome Center Screening room supplies and resources
- Assist with scheduling Welcome Center appointments, facilitating the Welcome Center day to-day operations in collaboration with staff, and maintaining Welcome Center records
- Complete annual WIDA Screener trainings, attend Assessment team meetings and Welcome Center Screener PLCs

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

Three (3) years of experience in assessment administration, or working with English Learners

Experience in a K-12 classroom, or support of educators teaching in K-12 EL classrooms preferred

Licenses and Certifications

Knowledge, Skills and Abilities

Substantive organizational skills and the ability to effectively implement the required state and district assessments

Proficient working with the Google and Microsoft Office Suites and knowledge of Student Information Systems (SIS) and data record keeping

Excellent public relations and telephone skills and the ability to establish and maintain effective working relationships with other employees

Ability to maintain confidentiality and demonstrate good judgment, tact, and courtesy

Bilingual language ability preferred

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.

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.