Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/8/2025

Director, Teaching and Learning (Professional Growth and Innovation)

Pay Scale: B
Level: 27
FLSA Status: Exempt
Job Family: Administration
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; English Learners; and Professional Learning and School Support.

Job Overview
The Director of Teaching and Learning (Professional Growth and Innovation) is responsible for the organization, operation, and coordination of Professional Learning and School Support, Instructional Technology, Instructional Design and Innovation, and Library Media Services for Loudoun County Public Schools.

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.

- Supervises, coordinates and evaluates activities of the Offices of Instructional Design and Innovation, Instructional Technology, Library and Media Services, and Professional Learning and School Support including planning, coordinating, and administering the budget
- Engages in strategic planning of budgets in collaboration with the Assistant Superintendent for Teaching and Learning and the Department of Teaching and Learning leadership team and administers the budgets of all assigned areas
- Supervises the implementation of policies and regulations related to selection, procurement, and use of Instructional Materials within LCPS, including the textbook adoption process, school and classroom libraries, online instructional materials, and other supplemental instructional materials
- Provides leadership in the development of strategic approaches for the integration of best practice technology and media resources into the educational environment of Loudoun County Public Schools, supporting students' preparation for life and work as a responsible digital citizen
- Leads and supervises the regular review, revision, and implementation of Division and Teaching and Learning staff in the development of high-quality professional learning and coaching for all licensed staff focused on division priorities and the LCPS Instructional Framework
- Collaborates with the Department of School Leadership, Department of Academics and divisions with the Department of Teaching and Learning on alignment of instructional programs across all PK-12 schools
- Collaborates with community partners and assists in the interview process of new instructional personnel; conducts short-term and long-range planning of instructional programs and initiatives aligned to the division strategic plan; approves and monitors contracted services agreements; responds to requests for information from the public

- Participates in the School Board Curriculum & Instruction Committee meetings; attends School Board meetings and prepares such reports for the School Board as the Assistant Superintendent for Teaching and Learning may request

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

Education
Master's Degree

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

Licenses and Certifications
Postgraduate Professional License with an endorsement in Administration and Supervision

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
- Ability to maintain accurate records and to meet deadlines
- Strong organizational and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrated professional characteristics necessary for working effectively with adult learners, large teams, and members of the community

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.