



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/1/2025

Supervisor, Strategic Planning and Continuous Improvement

Pay Scale: B

Level: 23

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration 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 Supervisor, Strategic Planning and Continuous Improvement assists in overseeing the Division's strategic planning process and provides support, feedback, and coaching on improvement planning aligned to division strategy. The position provides oversight, project management and key support to division leadership in the design, implementation, and coordination of the division's strategic plan; and in ensuring that programs are in alignment with the division's strategy. The position also supports division innovation initiatives to help drive continuous improvement and foster a culture that supports highly effective organizational change management.

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.

- Collaborates with the Chief Academic Officer in the development, implementation, and management of the division's strategic plan
- Conducts program evaluation to identify areas for improvement and makes recommendations to support innovation across the division
- Supports management and coordination for the division's continuous improvement planning, including plan and process development and implementation, and progress monitoring and reporting
- Identifies human, physical and technology resource needs for achievement of strategic goals; identifies risks impacting progress and achievement of goals; makes recommendations for resolution and mitigation; and collaborates with stakeholders in implementation of solutions
- Serves as a resource in the development and facilitation of communications, training, and professional development in strategic planning, needs assessment, change management, continuous improvement and related topics
- Oversees collection and analysis of data and monitoring of progress on strategic plan goals, objectives, and indicators; and provides reports and presentations for various stakeholder audiences
- Provides technical assistance related to strategic and improvement planning to ensure selection and adoption of most appropriate approaches, practices, methods, and tools

- Assists leaders in managing, analyzing, and understanding student and organizational data to support the development, implementation, and ongoing evaluation of improvement plans and measures

Qualifications

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

Education

Master's Degree in Educational Leadership, Organizational Development, Strategic Management, or related field

Experience

Five (5) years of experience in education administration, program evaluation, project management, strategic planning, and/or organizational development

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public education administration
- Knowledge of policy, regulatory issues and trends affecting public school system administration and planning
- Knowledge of program evaluation methodologies and systems
- Knowledge of organizational communication
- Knowledge of qualitative and quantitative program evaluation methods and tools
- Ability to effectively coordinate and manage multiple complex projects
- Ability to communicate effectively, both orally and in writing
- Ability to interface with and influence all levels of management and staff
- Ability to plan, develop, manage, and implement projects, programs and systems
- Ability to plan, direct and evaluate the work of others
- Ability to operate a personal computer and related hardware and software

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.