Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 5/18/2026

Supervisor, Instructional Technology (Learning and Innovation)

Pay Scale: B
Level: 23
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; English Learner & Preschool Programs; and Professional Learning.

Job Overview
The Supervisor of Instructional Technology leads by facilitating technology-rich teaching and learning through collaborative curricular innovation. By leveraging technology and resources, the Supervisor supports learning environments that facilitate student knowledge construction, critical thinking, and problem solving. The Supervisor is responsible for the organization, operation, and coordination of instructional technology professional learning and school support for Loudoun County Public Schools. In accordance with these responsibilities the Supervisor plans, develops, implements, directs, and assesses the professional development, instructional design, and instructional coaching provided by school-based Instructional Technology Facilitators.

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.

- Oversees the design, coordination, and delivery of professional learning and school support for school and division staff in efforts related to instructional technology integration and the strategic goals of Loudoun County Public Schools
- Provides strategic oversight and direction for the design and implementation of the Instructional Technology Facilitator (ITF) professional growth program, ensuring all learning and support structures are aligned with the LCPS broader instructional vision and division-wide priorities
- Collaborates with staff in the Department of Digital Innovation, Academics, School Leadership, and Teaching and Learning to solve problems, make instructional technology decisions, and provide professional learning to improve the integration of technology in teaching and learning
- Leads the strategic implementation of Generative AI tools to drive instructional innovation, staff efficiency, and student creativity across the division. Supervises and evaluates the performance and effectiveness of the Instructional Technology Facilitation Specialist and the Instructional Technology Content Specialist
- Engages in strategic planning of budgets in collaboration with the Director of Professional Growth and Innovation and the Department of Teaching and Learning leadership team and administers the budgets of all assigned areas
- Prepares reports, budgets, attends meetings, and serves on committees as the Assistant Superintendent for Teaching and Learning or Director of Professional Growth and Innovation may request

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

Education
Masters's Degree

Experience
Five (5) years of progressive overall education experience in teaching, supervision, administration with a background in instructional or educational technology

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

Knowledge, Skills and Abilities

- Knowledge of current and emerging instructional technology trends, tools, and best practices, including Generative AI and its application in K–12 learning environments
- Ability to design and deliver high-quality professional learning experiences that build educator capacity and drive meaningful instructional technology integration
- Ability to lead and manage complex initiatives across multiple departments
- Ability to build collaborative relationships with school and division leadership
- Skill in supervising, coaching, and evaluating staff in a way that promotes professional growth and aligns with division priorities

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.