Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 11/3/2026

FACE Instructor

Pay Scale: B
Level: 13
FLSA Status: Exempt
Job Family: Instruction
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; Career and Technical Education; English Learners; and Professional Growth and Innovation.

Job Overview
The FACE Instructor will be responsible for facilitating the process of equitable family engagement between LCPS schools, staff, community stakeholders and English Learner families and caregivers to support deepened family engagement, family empowerment, and family leadership in the learning recovery process. The FACE Instructor will assist in the creation of culturally-affirming/responsive, emotionally safe environments attuned to providing social-emotional learning and academic support to the families and caregivers of English Learners. The FACE Instructor will provide professional learning support to LCPS staff to encourage strengthened family engagement at individual school sites, specifically, to address the learning recovery process and academic acceleration of English Learner students.

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.

- Assist in establishing and implementing initiatives, programming, and resources in target language that strategically support EL families, communities, and LCPS staff in order to nurture collaborative partnerships in the LCPS instructional experience and learning recovery process and academic acceleration of EL students
- Create opportunities to enhance EL families' ability to support student learning, either through family literacy and math nights, tutoring, English classes, STEM programming and workshops, or opportunities for sharing student academic progress data (e.g., parent/family-teacher conferencing, academic parent/family teacher teams, etc.)
- Communicate division and/or school wide instructional initiatives, interventions, strategies, resources, and information effectively in the target language via multiple modalities (ex. verbal, written, virtual, social media communication, etc.) related to supporting academic, social, emotional and mental health of EL students and families
- Create and maintain active partnerships with both internal and external community stakeholders to support the process of building authentic and meaningful home-school partnerships between EL families and LCPS staff
- Create opportunities to raise up and capture EL family voice and interest through experiences such as surveys, design thinking opportunities, or family focus groups to inform division and school level family engagement program planning

- Assist in identifying and addressing potential gaps and barriers to equitable family engagement, specifically those that disproportionately affect underserved communities/populations
- Provide both technical assistance and professional learning and training in target language to EL families and LCPS staff to provide them with the necessary tools to support equitable family engagement

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

Education
Bachelor's Degree

Experience
Three (3) years of progressive overall education experience in teaching or project management

Licenses and Certifications

Knowledge, Skills and Abilities
- Demonstrated knowledge of researched-based practices related to working with English learner parents, families, and communities
- Ability to establish strong relationships with individuals from diverse linguistic, ethnic, and socioeconomic backgrounds
- Demonstrated ability to communicate effectively, both orally and in writing
- Bilingual skills

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 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.