Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Coordinator, HRTD (Operations & Onboarding)

Pay Scale: B
Level: 18
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The HRTD Coordinator enhances the efficiency and strategic capacity of the HRTD and the Operations team by providing key support for operations functions. The Coordinator will strengthen new-hire processes, ensuring a positive experience for new employees and ultimately contributing to improved retention and future team growth. This position will be responsible for serving multiple employee groups with a focus on reviewing current safety-sensitive protocols and developing, reviewing, or revising procedures for HRTD department operations.

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.

- Ensures that standard operating procedures are reviewed, revised, developed, and communicated to ensure consistency and understanding related to pre-employment procedures and clearances, and employment verifications; reviews and recommends new and/or revised policies and procedures
- Enhance and support a candidate care program to enhance the new hire experience for all new hires at LCPS
- Coordinate and support logistics for new hire programs and events, including scheduling, communications, and materials
- Participates in job fairs or other HRTD department events and meetings, attending on evenings or weekends as needed
- Monitor and measure the effectiveness of preboarding and learning initiatives using feedback and analytics
- Collaborate with other staff and departments to ensure a cohesive onboarding experience
- Manage and support the onboarding team to ensure the accurate collection of work authorization documents, child abuse clearance checks, criminal background clearances and related materials

- Manage the onboarding team in the filing of Child Protective Services (CPS) clearance checks to VA CPS and other states, implementing procedures to continue improving the collection of CPS forms and processing results
- Manage the onboarding team in the filing of criminal background checks, implementing procedures to continue improving the efficiency of processing results
- Provides comprehensive training and support to the Operations team, ensuring all criminal background checks, I-9s, and CPS forms are processed accurately and efficiently
- Identifies and implements best practices for maintaining I-9 compliance
- Audits I-9 forms to ensure compliance with legal requirements and LCPS policies and procedures
- Coordinates with staff to plan, organize, and administer new hire sessions to collect new hire documents (such as I-9s, CPS forms, etc.)

Qualifications

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

Education

Bachelor's Degree in human resources, education administration or related field

Experience

Five (5) years of experience in Human Resources Management, school administration or related field

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of human resources administration
- Ability to analyze and evaluate human resources policies and procedures and make recommendations for improvement
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively, both orally and in writing
- Ability to manage, protect, and impart confidential information
- Proficiency in the use of personal computer and related hardware and software
- Proficiency in the use of human resources databases, systems and applications
- Ability to work independently with little direction, taking initiative to determine and complete assigned tasks

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.