



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 10/9/2024

Director, DEIA

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; safety and security; strategic planning; and diversity, equity, inclusion, and accessibility operations.

Job Overview

The Director of DEIA leads efforts to promote diversity, equity, inclusion, and accessibility as a core value of LCPS. The position exists to sustain cross-departmental efforts to ensure LCPS has a comprehensive educational equity strategy for positive student outcomes. It supports the mission and functions of the department by providing direct leadership to members of the department under the leadership of the Assistant Superintendent for DEIA and the Superintendent.

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.

- Provides leadership and coordination of cross-departmental efforts to promote and sustain educational equity, inclusiveness, and academic achievement reduction for students
- Provides professional learning on DEIA, school climate, learning environments, and student responsive instruction
- Delivers coaching, guidance, support to school based administrators on matters of equitable practices, cultural responsiveness, and school climate and culture
- Provides leadership in leveraging community partnerships, including serving as a staff liaison for committees (Equity Committee, Minority Student Achievement Advisory Council) and Administrative Thought Partner Groups
- Collaborates with central office leadership to monitor and evaluate programs designed to provide students access, opportunity, and knowledge
- Oversees the school-based Equity Lead Network program and Student Equity Ambassador/MSAAC Student Delegates Network

Qualifications

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

Education

Master's Degree in education, school administration or related field

Experience

Extensive successful experience in teaching, school administration and/or related field

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of curriculum planning, teaching pedagogy and assessment techniques for students
- Ability to communicate effectively, both verbally and in writing
- Knowledge of local school policies and state and federal education laws, regulations and policies
- Leadership skills to motivate teams and individuals and to promote positive school culture and perspectives to create an inclusive environment
- Understanding and appreciation of diverse cultures and perspectives to create an inclusive environment
- Ability to plan and implement long-term planning for the division
- Ability to utilize technology to manage data, communicate effectively and utilize learning platforms to enhance adult learning and administration
- Knowledge of recruitment, training, evaluation and professional development of staff
- Proficiency in analyzing student performance data to inform decision-making and improve educational outcomes
- Skill in budgeting, resource allocation, and financial reporting to ensure the efficient use of division funds
- Ability to manage emergencies and develop plans to ensure student and staff safety and continuity of operations

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.