



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 2/13/2025

Content Specialist, Instructional Technology

Pay Scale: A

Level: N/A

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; English Learner & Preschool Programs; and Professional Learning and School Supports.

Job Overview

The Instructional Technology Content Specialist will provide support to teachers and schools by designing and developing instructional resources and professional learning materials related to instructional technology and Generative AI. Resources may include example lesson plans, lesson templates, or real-world examples to model high-quality technology integration aligned with the Virginia Digital Learning Integration SOLs. Designing and developing model resources for integrating Generative Artificial intelligence in classrooms, including instructional examples, model lessons, and example prompts, will be a focus.

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.

- Stays current with trends in educational technology, including advancements in generative Artificial Intelligence (AI)
- Collaborates on the design and delivery of AI-focused professional development and school-level support
- Designs and develops instructional materials and resources to support use of Generative AI tools in instruction
- Designs and develops instructional materials highlighting instructional technology integration across grade levels and content areas
- Collaborates with subject-matter experts to ensure instructional materials and examples align with content-area best-practices.
- Collaborates with content area teams to support embedding instructional technology and Generative AI into curriculum materials and resources
- Maintains and curates resources in tool-specific lesson repositories, including Nearpod, Wixie, and Schoology
- Leads teams of Instructional Technology Facilitators and teachers to design and develop instructional materials aligned with division needs
- Supports professional learning for Instructional Technology Facilitators, including designing and developing materials and resources to support professional learning days
- Collaborates with the Instructional Technology team to collect and use data to ensure resources align with the needs of teachers and schools

Qualifications

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

Education

Bachelor's Degree

Experience

At least three (3) years' successful teaching experience

Licenses and Certifications

Holds or is eligible for a Virginia Collegiate Professional License

Knowledge, Skills and Abilities

- Knowledge of what constitutes effective teaching and learning
- Demonstrated interpersonal and leadership skills necessary for building strong rapport and relationships with teachers and administrators
- Excellent oral and written communication skills
- Uses a team approach and collaboration to accomplish tasks and promote collaboration to improve instruction and student learning

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.