Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Specialist, EL Professional Learning

Pay Scale: B
Level: 16
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
Under the direction of the EL Professional Learning Supervisor, the EL Professional Learning Specialist's primary purpose is to coordinate and support professional learning efforts that enhance instructional practices for English Learners. This role ensures alignment with the division's strategic instructional goals and experiences for English Learner students through the use of effective, research-based strategies. In support of the division's vision, the EL Professional Learning Specialist strengthens educator capacity, fosters collaboration, and drives strategic initiatives that promote instructional equity and access for all EL 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.

- Develops and facilitates professional learning experiences for diverse audiences, including whole-staff trainings, departmental workshops, and division-wide presentations, with a focus on long-term ELs, dual-identified students, the integration of the WiDA English Language Development (ELD) Standards and the Quality Teaching for English Learners (QTEL) framework
- Conducts and analyzes pre- and post-walkthroughs to assess fidelity of implementation and provide actionable feedback that informs and improves instructional practice
- Leads strategic collaboration with division staff to build instructional capacity and ensure the consistent implementation of high-impact strategies that support English Learners across all grade levels and content areas, in collaboration with the EL Instructional Offices and Teaching and Learning Content Offices to co-develop resources, model lessons, and support coaching cycles
- Conducts needs assessments in collaboration with the Division of English Learners to identify and address division, cluster, and school-level literacy and language development priorities. Uses tools such as surveys, focus groups, classroom observations, and student performance data to inform the design of targeted professional learning and instructional planning. Ensures that EL instructional strategies are integrated within broader LCPS initiatives, maintaining coherence and alignment with district-wide instructional frameworks
- Uses qualitative and quantitative data to inform the design, refinement, and evaluation of professional learning initiatives. Ensures continuous improvement and alignment with division-wide goals for English Learner

achievement, while explicitly promoting instructional access and opportunity for multilingual learners across all school contexts
- Supports the EL Professional Learning Supervisor by coordinating logistics and communication for professional learning events, including scheduling, material preparation, and participant engagement. Collaborates closely with the EL Professional Learning Supervisor, who oversees scheduling and overall planning

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

Education
Bachelor's Degree

Experience
Five (5) years of successful experience in teaching of EL's at the elementary or secondary level
Experience with Adaptive Schools, Cognitive Coaching, and Fierce Conversations

Licenses and Certifications
Holds or is eligible for a Virginia teaching license, with an endorsement in English as a Second Language. Holds or obtains a WestEd Quality Teaching for English Learners certification within two years of hire

Knowledge, Skills and Abilities
- Deep knowledge of effective teaching and learning practices, including evidence-based instructional strategies to support English Learners (ELs), culturally responsive pedagogy, and student-centered instructional frameworks
- Ability to foster collaboration and shared ownership of student success by building strong, trusting relationships with teachers, administrators, and stakeholders
- Exceptional oral and written communication skills
- Strong collaboration and organizational abilities to manage multiple priorities and initiatives effectively
- Solid understanding of adult learning theory and effective professional development practices
- Deep commitment to high-quality, standards-based education for all students, particularly within culturally and linguistically diverse communities
- Ability to demonstrate the professional and personal characteristics necessary to work effectively with diverse school personnel and community members

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.