



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 8/4/2026

Program Assistant (School Administration)

Pay Scale: B

Level: 8

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary Education, Middle School Education, High School Education, and Athletics and Student Activities.

Job Overview

The Program Assistant works in the Office of School Administration on a range of tasks including those associated with administrative and clerical support, scheduling, and the maintenance of confidential student files and databases. The Program Assistant interacts with, and provides information to, school-based administrators, parents, and other stakeholders on a daily basis.

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 administrative and clerical support to the Office of School Administration
- Updates website content to ensure information is accurate, user-friendly, and compliant with ADA accessibility standards
- Maintains confidential files and databases and produces reports, lists, summaries and other documents from those databases
- Provides support for routine records retention and destruction in accordance with applicable LCPS policies
- Schedules hearings, meetings, staff development, and other events, including the preparation and distribution of communications, agendas, and other logistics
- Fields and responds to inquiries, as appropriate
- Assists in the planning and monitoring of various tasks including tracking timelines to ensure deadlines are met
- Participates in team meetings and contributes ideas for project and program improvement

Qualifications

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

Education

High School Diploma or GED

Experience

One (1) year of experience in administrative, clerical, or office support roles

Licenses and Certifications

Knowledge, Skills and Abilities

- Proficiency with Google Suite, Microsoft Office and video conferencing software
- Demonstrated ability to handle multiple tasks and priorities efficiently
- Experience in managing schedules, deadlines, and administrative workflows
- Strong written and verbal communication skills for drafting correspondence and reports, and interacting with team members and stakeholders
- Experience working in a team setting and collaborating with colleagues and external partners

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

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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.