Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/1/2026

Specialist, Welcome Center International Enrollment

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
The Welcome Center International Enrollment Specialist evaluates students' international transcripts, gathers students' social/academic histories, and provides grade placement recommendations to school-based staff. The Welcome Center International Enrollment Specialist also provides professional learning to LCPS staff on international educational systems and best practices for transcript evaluation. This staff member speaks with authority to students, families, school staff and Central Office staff in response to queries about international educational programs and the evaluation of international transcripts. The Welcome Center International Enrollment Specialist supports the Welcome Center Supervisor in the day-to-day management of one of the Welcome Center offices and is responsible for ensuring the consistency and fidelity of all services within their purview.

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.

- Evaluate secondary international transcripts, translates and enters course history in LCPS Student Information System
- Conduct social/academic history interviews and make grade placement recommendations
- Supervise work of Family Liaisons, ensuring consistency and fidelity in the conduct of social/academic history interviews and data entry
- Deliver federally required annual training to LCPS staff on the evaluation of secondary transcripts
- Train Welcome Center Family Liaisons on social/academic history interview protocols and data entry
- Respond to questions from internal and external stakeholders about international transcript evaluation
- Review all social/academic history data entered by Welcome Center staff in the Student Information System
- Conduct quarterly audits for students who are missing international transcripts
- Review exchange student applications and assist supervisor with making predictions of LIEP eligibility
- Serve as liaison between Welcome Center and school based United Mental Health Team for culturally affirming trauma responsive support to students and families
- Provide guidance to other Welcome Center staff on services to be provided based on established office protocols and assist Supervisor day-to-day management of the office

- Assist Supervisor with Universal Non-Exempt Staff evaluations
- Participate in MAFSA (Metropolitan Area Foreign Student Advisors) meetings

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

Education
Master's Degree in school counseling from an accredited university or college

Experience
Five (5) years of experience as a school counselor at the high school level in a public K-12 setting and/or evaluating secondary international transcripts

Licenses/Certifications

Knowledge, Skills, and Abilities
- Bilingual language skills
- Knowledge of state and federal statutes, regulations and rules relating to evaluation of international transcripts and Virginia graduation requirements
- Knowledge of different school systems in the world
- Ability to keep and maintain accurate records and to meet deadlines
- Strong skills in effective use of data, data analysis and computer application skills
- Ability to communicate with individuals of varied cultural and educational backgrounds and provide excellent customer service
- Excellent organization and management skills

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.