Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 5/12/2026

Coordinator, DEIA

Pay Scale: B
Level: 16
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 Coordinator of Diversity, Equity, Inclusion, and Accessibility (DEIA) builds the capacity of division and school administrators, faculty, staff, students, and community members in diversity, equity, inclusion, and accessibility, as well as equipping staff with appropriate tools, resources, and professional learning, based on school and division data and aligned with the goals of the Culturally Responsive Framework, Evaluation Standard 6, and the LCPS Strategic Plan. The Coordinator of Diversity, Equity, Inclusion, and Accessibility provides leadership that fosters a diverse, equitable, inclusive, and accessible environment for all students, faculty, and staff through programming efforts, training, mentoring, outreach, and advocacy.

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.

- Builds capacity of and provides guidance for district administrators, school administrators, staff, and school board members on diversity, equity, inclusion, and accessibility, for all grade levels.
- Coordinates, develops, and plans professional learning and resource development on culturally responsive instruction for instructional leadership and instructional staff, including the offices of teaching and learning, multi-tiered system of supports, English Learners, Research and School Improvement, and the Department of School Leadership.
- Collaborates with and trains principals and school administrators on fostering and sustaining an inclusive school culture, engaging with families, responding to racial slurs and hate speech, culturally responsiveness, and using data and student voice in setting goals, planning, and informing decisions, and ensuring equitable access, opportunity, and pathways for all students.
- Creates and facilitates professional learning for the DEIA Specialists, providing mentorship, and coaching, and fostering their leadership skills and knowledge of Diversity, Equity, Inclusion, and Accessibility.
- Reviews and develops countywide guidance, communication, and policies for topics related to diversity, equity, inclusion, and accessibility, including cultural celebrations and observances, inclusive curriculum, and culturally responsiveness.

- Works with schools and division leaders to analyze data and develop division and school-based processes and practices that promote inclusive instruction, curriculum, and assessment, and diversity, equity, inclusion, and accessibility for all students.
- Organizes, manages, and fosters sustained countywide engagement in learning and professional development on diversity, equity, inclusion, and accessibility, culturally responsive instruction, and access, opportunity, and knowledge.
- Develops and facilitates professional development for the monthly Equity Lead Meetings and Student Equity Ambassador Meetings.
- Provides support and guidance for individual staff, families, and community members with needs related to diversity, equity, inclusion, and accessibility.
- Represents the interest of the department and the division in serving as a member on division-wide committees, meeting with individuals or teams, partnering with community organizations, and attending district and school events related to diversity, equity, inclusion, and accessibility.

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 a related field

Experience

Three (3) to five (5) years of progressively successful classroom teaching or school leadership experience

Licenses and Certifications

Knowledge, Skills, and Abilities

- Demonstrated experience in equity issues and cultural competence and sensitivity
- Experience in cognitive, instructional or equity-centered coaching approach to support adult learning
- Demonstrated experience in managing curriculum development
- Experience developing and providing professional trainings/workshops
- Demonstrated the professional characteristics necessary for working effectively with adult learners and members of the community
- Knowledge and experience working with culturally and ethnically diverse student population and families
- Ability to communicate effectively, both orally and in writing
- Knowledge of project management organization

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.