



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 3/15/2021

Director, MATA

Pay Scale: B

Level: 24

FLSA Status: Exempt

Job Family: Administration

Primary Location: School-Based

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 Activities.

Job Overview

The Director of the Monroe Advanced Technical Academy (MATA) is responsible for assisting the school principal in the planning, instructional leadership, assessment, organization, communication, community relations, and administrative management. The Director of the MATA assists the Principal with supervising staff, creating and maintaining a safe learning environment, monitoring curriculum, developing the budget, and other duties associated with the successful operation of the program. The Director of MATA will be responsible for developing and monitoring educational curriculum and content for the program, measuring program impact and seeking opportunities to consistently strive for excellence in developing a nationally competitive educational program. The Director of MATA will be a key member of the Academies of Loudoun administrative team, working closely with the principal in a position of authority with program staff.

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.

- Adheres to and enforces board policy, school guidelines, administrative directives, and district standards; communicates and carries out established policies, delegates and accepts responsibility for completion of tasks, and communicates program goals, objectives, and policies to the community
- Supervises and evaluates certified and classified faculty and staff as assigned; provides direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development
- Works as a team-member to meet the system-wide needs of the school and division; assists in the evaluation of the school program and of staff and assists to initiate needed improvements
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public
- Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of data, and budget development
- Assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program

Qualifications

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

Education

Master's Degree

Experience

Three (3) years of related experience

Licenses and Certifications

Holds or is eligible for the Postgraduate Professional License with an endorsement in Administration and Supervision PreK-12

Knowledge, Skills and Abilities

- Demonstrates the professional and personal characteristics necessary for working effectively with school personnel, students, parents, general public, business people, and state and national leaders

Physical Requirements

The following provides a brief description of physical requirements for this job

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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.