Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/21/2026

Supervisor, Employee Support Programs

Pay Scale: B
Level: 21
FLSA Status: Exempt
Job Family: Human Resources
Primary Location: Administration Building

Department Overview
The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The Employee Support Programs Supervisor is dedicated to managing and expanding the Employee Assistance Program (EAP) to address requests for employee mental health and crisis support and other work-related or personal challenges. The Supervisor will serve as a primary liaison for urgent staff matters, connecting employees and supervisors with essential EAP resources while managing the program's administration, evaluation and budget. This position is critical for supporting employee well-being through proactive measures like resiliency training and crisis response as well as managing complex cases.

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.

- Leads in the management, development, evaluation, and modification of the EAP and associated resources for staff; manages human and physical division resources with goal of maximizing the efficiency and effectiveness of the division
- Administers and monitors LCPS participation in the EAP
- Prepares informational materials and conduct orientation/information meetings, highlighting the divisions EAP resources and services
- Assists in the preparation of annual budget request for the division, including self-funded insurance budget programs
- Assists in the development and preparation of information, forms and processes relating to the EAP resources
- Promotes program benefits and services to employees and supervisors
- Connects employees to counseling and other resources for personal or work-related challenges
- Provides information and assistance to supervisors regarding EAP referrals

- Develops and presents training, education and informational sessions that support employee well-being
- Collaborates with stakeholders to evaluate the effectiveness of the EAP and its services
- Coordinates the fit for duty for screening and evaluation and mandatory EAP referral processes

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

Education
Bachelor's Degree from an accredited College or University in a related field

Experience
Six (6) years of experience in personnel management, employee recognition, public school administration, teaching and/or staff development; or a related field
Experience developing Excel or Access databases

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of the principles and practices of public school administration, personnel administration, and employee and labor relations
- Professional and personal characteristics necessary for working effectively with school personnel and members of the community
- Strong organizational, communication, and interpersonal skills
- Ability to work under pressure in a fast-paced environment
- Ability to analyze and evaluate procedures and make recommendations for efficiencies within the Human Resources function
- Knowledge of computer applications including Word, Excel, PowerPoint, applicant tracking technology, etc.
- Demonstrated ability to work successfully in a fast-paced, high-volume work environment
- Ability to work independently without close supervision, prioritize work effectively and utilize time 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. Work requires frequently sitting and/or remaining in a stationary position for long periods of time; exerting up to 25 pounds of force occasionally and negligible amounts of force frequently 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.