



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 9/24/2024

Coordinator, Government Relations

Pay Scale: B

Level: 18

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 Government Relations Coordinator will manage and coordinate Loudoun County Public School's (LCPS) interactions with government officials, agencies, and other stakeholders. This role involves developing and implementing strategies to advance LCPS's legislative priorities and goals, ensuring compliance with relevant regulations, advocating for LCPS's interests, attending state and federal legislative sessions to track proposed policies, gathering and examining data on potential legislation and regulations, and producing legislative analyses, position papers, routine updates, and specialized reports.

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.

- Assists the Chief of Staff with oversight of the School Division's policies and regulations
- Serves as a liaison to all local, state, and federal governmental entities
- Assists in the development of LCPS legislative agenda and policy goals
- Works with LCPS legislative consultants
- Creates and executes government relations strategies to support LCPS's policy goals
- Develops legislative analyses, position papers, routine updates, and specialized reports regarding proposed legislation and regulations
- Creates a grassroots network that can be engaged quickly to assist in legislative advocacy
- Meets with legislators, testifies at hearings and meetings, and represents the Division at a variety of legislative functions
- Facilitates division-wide policy discussions with various stakeholders
- Processes and responds to questions relating to the Freedom of Information Act (FOIA) and the Family Educational Rights and Privacy Act (FERPA)
- Serves as the initial point of contact for all governmental and quasi-governmental agencies and officials having business with the Office of the Superintendent
- Tracks legislative and regulatory changes that impact the education sector and inform the Superintendent, Chief of Staff, and other Cabinet members

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- Establishes and maintains relationships with government officials, agencies, and other key stakeholders
- Develops briefing materials, policy documents, and reports for internal and external use
- Coordinates meetings, events, and advocacy efforts with government representatives and other stakeholders
- Represents LCPS at public forums, meetings, and other events to advocate for its interests
- Works closely with internal teams to align policy goals and strategies
- Maintains records of government relations activities and outcomes
- Offers strategic advice on political and regulatory issues affecting the education sector
- Works with elected officials and members of their staffs to resolve constituent concerns and/or develop legislation or public policy

Qualifications

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

Education

Bachelor's Degree in political science, public administration, education, or a related field

Experience

Three (3) years of experience in government relations, public policy, or a related field

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of school administration principles, practices, and procedures
- Knowledge of school board policies and regulations
- Ability to understand and apply knowledge of the school division's objectives, procedures, and organizational structure
- Extensive knowledge of school personnel and administrative practices, procedures, and methods
- Excellent written and verbal communications
- Ability to collaborate effectively with administrators, teachers, support staff, and the community
- Ability to demonstrate sound judgment, diplomacy, patience, professionalism, and courtesy in decision-making
- Ability to maintain strict confidentiality
- Ability to conceptualize, initiate, monitor, and evaluate new and existing programs, legislation, and policies
- Ability to build and sustain productive working relationships with school officials, administrators, teachers, staff, and associates
- Ability to analyze, summarize, and review data; draft reports; interpret results; and make recommendations

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.