Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 8/6/2026

Coach, Division Instructional

Pay Scale: A
Level: N/A
FLSA Status: Exempt
Job Family: Instruction
Primary Location: School-Based

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; Academic Programs; Career and Technical Education; English Learners; and Professional Growth and Innovation.

Job Overview
The position of a Division Instructional Coach is responsible for providing leadership and support in the implementation of the division's instructional initiatives. This position will enable the Coach to work side-by-side with classroom teachers and teacher teams to support classroom instruction. This position will also be responsible for designing and delivering quality professional development on the utilization of effective instructional strategies and bringing evidence-based practices into classrooms by working with teachers and other school leaders.

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.

- Teaches, models, facilitates and builds teacher capacity to utilize research-based best practices within the school's instructional program to support student learning.
- Assists teachers with the collection and analysis of data results.
- Meets regularly with collaborative learning teams and the principal to support instructional practices and progress while also planning for "next steps" of student and school improvement; provides specific integration and differentiation strategies that enable teachers to meet the needs of all learners.
- Provides support and professional development with countywide initiatives and priorities.
- Employs effective coaching strategies based on research and best practice.

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

Education
Bachelor's Degree

Experience
Demonstrated successful teaching experience for at least three (3) years

Licenses and Certifications
Holds or is eligible for a Virginia Collegiate Professional License

Knowledge, Skills and Abilities

- Knowledge of what constitutes effective teaching and learning
- Demonstrated interpersonal and leadership skills necessary for building strong rapport and relationships with teachers and administrators
- Excellent oral and written communication skills
- Uses a team approach and collaboration to accomplish tasks and promote collaboration to improve instruction and student learning

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.