Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 7/8/2026

Coordinator, HRTD (Leadership Development and Talent Pipeline)

Pay Scale: B
Level: 18
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, Title IX, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview
The HRTD Coordinator of Leadership Development & Talent Pipeline is responsible for coordinating, implementing, and continuously improving leadership pathway programs that identify, develop, and prepare future school-based and central office leaders in Loudoun County Public Schools (LCPS). The coordinator supports the division's leadership pipeline efforts by managing aspiring leader programs, onboarding experiences for new leaders, talent identification initiatives, and leadership pathway supports designed to strengthen leadership readiness and expand internal leadership capacity. The coordinator collaborates with school and division leaders, university partners, and HRTD staff to implement high-quality leadership development experiences aligned to LCPS leadership competencies, strategic priorities, and talent development goals.

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.

- Coordinate leadership pathway programs that prepare employees for LCPS leadership opportunities
- Collaborate with school and department leaders to identify high-potential employees and emerging leaders
- Implementing leadership readiness experiences and maintaining leadership pathway structures
- Provide leadership pathway advising and guidance to employees interested in leadership opportunities
- Maintain records, participant data, and metrics related to leadership pathway participation, advancement, and placement outcomes
- Prepare reports and recommendations regarding leadership pipeline effectiveness and participant outcomes
- Coordinate and facilitate leadership development experiences for future office leadership opportunities
- Design, implement, and monitor learning experiences that support leadership readiness and career advancement
- Coordinate partnerships with higher education institutions and external organizations that support leadership preparation and credentialing opportunities
- Facilitate learning experiences that develop leadership competencies aligned to division priorities needs

- Support participant recruitment, application processes, selection procedures, cohort communications, and program completion requirements
- Collaborate with leaders to create leadership development opportunities for emerging leaders
- Coordinate onboarding and transition experiences that support employees entering leadership roles
- Develop and maintain onboarding resources, tools, and supports that promote leadership readiness and success
- Coordinate learning experiences that assist leaders in transitioning into new roles and responsibilities
- Collaborate with leaders to align leadership preparation programs with onboarding experiences
- Coordinate division-wide leadership pathway events, information sessions, and leadership pathway experiences
- Manage partnerships with higher education institutions and external organizations that support leadership pipeline development
- Coordinate logistics, registrations, communications, facilitators, materials, and evaluations for leadership development programs and events
- Support outreach efforts that increase awareness of leadership pathways and development opportunities
- Collect and analyze participant feedback and program data to support continuous improvement efforts
- Monitor participation, completion, advancement, and placement trends across leadership pathway programs
- Recommend program improvements based on participant feedback, outcome data, and emerging needs
- Assist with special projects and leadership development initiatives as assigned

Qualifications

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

Education

Bachelor's degree in Human Resources, Education, Leadership Development or related field

Experience

Five (5) years of experience in human resources management, school administration and/or or related field

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of human resources administration
- Knowledge of leadership development issues and trends
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively, both orally and in writing
- Ability to utilize a personal computer, including related hardware and software

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.