# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 2/20/2026

## Teacher Assistant, Study Hall

Pay Scale: B
Level: 4
FLSA Status: Non-Exempt
Job Family: Teacher Assistant
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 School Education, Middle School Education, High School Education, Athletics and Activities, and School Administration.

**Job Overview**
The Teacher Assistant, Study Hall, assists in cultivating a productive, structured, and quiet learning environment. Work requires a proactive approach to manage classroom dynamics, support student productivity, and independently resolve routine issues. To ensure that all students utilize study periods effectively.

**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.*

- Enforce a strict quiet-study policy to ensure a distraction-free environment for all students
- Actively circulate the room to ensure students remain on task and engaged with their academic assignments
- Implement and uphold school conduct policies, addressing disruptive behavior promptly and fairly
- Provide consistent feedback to lead teachers or administration regarding student progress and behavior
- Assist students in accessing necessary academic materials or technology required for their work
- Identify students who are struggling with their workload and provide appropriate redirection or academic encouragement
- Completes annual required training

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

**Education**
High School Diploma or GED

**Experience**
Experience as a teacher aide or experience working with children

**Licenses and Certifications**

**Knowledge, Skills and Abilities**

- Ability to work under the supervision of the teacher, administration Student Support Advisor's, including following lesson plans prepared by teachers
- Ability to work effectively with individual students and small groups, meeting the instructional objectives as established by the teacher
- Ability to accept and adapt to the wide differences in student characteristics and abilities
- Ability to operate standard office equipment, learn to operate video equipment, and learn to perform individual medical procedures when necessary
- Good human relations and communications skills; patience and flexibility
- Ability to understand and follow IEPs, behavior plans, school PBIS systems and related learning and behavioral plans and frameworks

**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.