



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/16/2026

Coordinator, Summer and After School Programs

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

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 Education, Middle School Education, High School Education, Athletics and Activities, and School Administration.

Job Overview

The Summer and After School Programs Coordinator is responsible for coordinating summer programming and division after-school programs across LCPS elementary and middle schools. The position is the central point of contact for logistics, planning, and support for summer and after-school programs.

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 with Loudoun County Parks and Recreation, various LCPS departments, and other organizations to support the development and launch of academic after-school programs
- Provide central office support for schools hosting division after-school programs, including allocation of funds, hiring staff or partnering with third-party organizations, and tracking data related to tutoring services
- Coordinate with various departments to determine summer school locations, nutritional services, academic programs, transportation, and student health services
- Work collaboratively with the Office of Elementary Education, Office of Middle School Education, Office of English Learner Programs, and the Office of Special Education to determine recommendation criteria for summer school students
- Collaborate with the Department of Digital Innovation to implement an electronic system for teacher recommendations and parent confirmations for summer programs
- Provide timely communication and address parent questions and concerns regarding after-school services and the summer school program
- Maintain effective communication to school sites for summer programming and after-school services
- Collaborate with each summer school site to successfully resolve daily concerns
- Coordinate and attend summer school lead teacher trainings and after-school staff trainings
- Visit summer school and after-school sites to ensure smooth operations and address any issues

Qualifications

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

Education

Bachelor's Degree

Experience

Three (3)years of successful teaching and/ or administrative experience

Licenses and Certifications

Holds or is eligible for a Virginia Collegiate Professional License with an endorsement in Administration and Supervision PreK-12 preferred

Knowledge, Skills and Abilities

- Strong leadership skills to work collaboratively with multiple departments, guide teams, and facilitate discussions that align different groups toward common goals
- Understanding of best practices in after-school and summer school programs, including curriculum alignment, student engagement strategies, and intervention models
- Knowledge of assessment tools and methods for identifying students in need of academic support
- Familiarity with using data to drive decisions related to student outcomes, program effectiveness, and resource allocation
- Understanding of budgeting and financial management, including fund allocation and cost analysis, particularly in relation to educational programs and hiring
- Strong organizational and planning skills to coordinate multiple programs simultaneously, manage timelines, and oversee the day-to-day operations of after-school and summer school services
- Excellent written and verbal communication skills to interact effectively with stakeholders, including teachers, parents, students, school leaders, and district staff
- Ability to manage sensitive or difficult conversations with parents or staff regarding student placement, program concerns, or logistical challenges
- Analytical skills to identify challenges and propose effective solutions in real-time
- Proficient in data tracking and analysis, particularly in using tools such as spreadsheets, Qlik, or similar platforms to monitor program outcomes and ensure continuous improvement

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.